

Job Description

Job Title:	Assistant OD Partner (Culture)
Directorate/Team:	Chief Executive/People and Culture Services
Location:	16 Summer Lane or other site/location
Responsible to:	OD Manager (Culture)
Responsible for:	No direct reports
Key working relationships: (internal)	People & Culture Leadership and Management Team, Senior OD & Change Partner, OD & Change Partner, Learning Partner, EDI Partner, and Business Improvement Partners and Employee Networks
Key working relationships: (external)	External and regional stakeholders and suppliers

Purpose of the Post

The postholder will support the delivery of inclusive, values-led organisational development (OD), learning, engagement, and culture initiatives activity across WMCA. The postholder will coordinate operational activity, learning content, culture programmes and OD frameworks, ensuring smooth delivery and high-quality outcomes. The postholder works in a matrix way across the OD, Learning, and Inclusion teams to enable integrated delivery across People & Culture, contributing to a high-performing, inclusive organisational culture.

Accountabilities

- Support the delivery of a professional and inclusive OD, learning, and engagement initiatives aligned to organisational priorities.
- Ensure practical delivery reflects organisational values and enhances stakeholder experience.
- Work collaboratively across OD, Learning & Inclusion, and wider People & Culture teams to enable joined-up delivery.
- Provide timely updates, data, and insight to relevant stakeholders to inform decision-making.
- Contribute to continuous improvement, ensuring OD/change delivery is high-quality, inclusive and effective.
- Assist in managing third-party supplier relationships, including commissioning, liaising, and supporting delivery for learning, culture, and wellbeing activity.

Responsibilities

Strategic

- Support alignment of OD, learning and culture activity to WMCA's People & Culture strategy.
- Contribute to a culture of continuous improvement, inclusion, and values-led delivery.
- Participate in internal forums (e.g., Business Advocates) to understand organisational priorities and share learning.
- Support organisation-wide engagement initiatives and campaigns (e.g. Learning at Work Week), ensuring they are inclusive, engaging, and aligned with organisational culture and values.
- Assist in collecting and analysing organisational insights to inform programme improvements and address gaps.
- Work flexibly and with integrity to meet the needs of the WMCA and the People and Culture function.

People

• Work collaboratively across multiple teams and with employee networks to promote inclusive practices and embed organisational values. • Provide guidance and support to colleagues and the People Service Centre on OD and learning-related queries. • Contribute to a collaborative and inclusive team culture, fostering open communication, knowledge sharing, and mutual support. • Support activities that embed WMCA values and behaviours in daily working practice.
Operational
• Coordinate logistics and delivery of learning and OD programmes, ensuring smooth delivery and accessibility. • Coordinate and facilitate new starter inductions, including arranging meetings with the Executive Board, and work closely with the HR Service Centre to ensure a seamless new starter experience. • Collect feedback and evaluation data from OD and learning interventions, providing insights and highlighting emerging risks or areas for improvement. • Develop and maintain learning materials, e-learning modules, guides, and digital content. • Support internal communications and engagement content, including toolkits, updates, and campaign updates. • Support the promotion and coordination of coaching and mentoring programmes and contribute to evaluation. • Collate, analyse, and report on engagement, learning, and culture-related data, including quarterly dashboards, to support evidence-based improvements. • Work in a matrix capacity to support the OD, Learning & Inclusion team ensuring alignment, coordinated delivery, and shared understanding of priorities. • Assist in delivering events, workshops, networking sessions, and team-building activities that support learning, OD, and culture development.
Financial
• Support the efficient use of resources in programme delivery, ensuring value for money. • Assist in tracking resource use for learning, culture and OD initiatives. • Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.
Other
• Undertake duties as reasonably required, working flexibly across People & Culture, and ensuring compliance with WMCA's risk and governance standards. • Represent the WMCA in a professional manner. • Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Experience supporting senior colleagues in delivery of learning, OD, and engagement programmes	X		X	X	
Experience of working with data and digital systems (e.g. LMS).	X		X	X	
Experience of lean and continuous improvement.		X	X		
Experience of working and engaging with others (internal and external) to manage shared priorities and outcomes	X		X	X	
Experience of modern/up to date OD/HR/EDI practices.	X		X	X	
Skills / Knowledge	E	D	A*	I*	T*
Ability to manage multiple priorities and respond flexibly to change.	X		X	X	
Excellent attention to detail and strong coordination skills.	X		X	X	

Ability to develop and maintain effective working relationships at all levels – both internal and external.	X		X		
Excellent written, oral communication, presentation and facilitation skills	X		X	X	
Understanding of lean and continuous improvement models.		X	X		
Understanding of organisational culture, inclusion practices, and how to embed values in day-to-day operations		X	X		
Good analytical and reporting skills, dashboarding, or interpreting engagement/learning data	X		X	X	
Ability to be pragmatic and solution oriented	X		X	X	
Understanding of behavioural frameworks, organisational culture, or adult learning principles.		X	X	X	
Flexible and adaptable approach, and be comfortable with ambiguity	X		X	X	
Ability to measure and understand the ROI to support Learning and Organisational development interventions that reflect inclusion.	X		X	X	
Qualification / Education / Training	E	D	A*	I*	T*
Qualification to at least level 3 in an OD/L&D professional related field	X		X		
Coaching and mentoring qualification		X	X	X	
Evidence of continuing professional development	X		X		

***Key:** A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Matrix Working	Work in a matrix way when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders.
Business Continuity	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values	
Collaborative	We work as one organisation, building trust, connection and shared purpose across teams and partners to create the biggest impact for our region.

Inclusive	Every voice matters – we create belonging, fairness and psychological safety so everyone can thrive.
Innovative	We think future and act smarter – embracing curiosity, creativity and continuous improvement to shape the future.
Driven	Focused on impact – leading with clarity, care and courage to deliver meaningful results for the West Midlands.

Our culture is built on collective leadership, where everyone plays a part in shaping how we work and succeed together. Guided by our values, we create an environment where people feel valued, supported and able to contribute their best. Through behaviours grounded in clarity, care and courage, as set out in our Leadership Statement we are making the West Midlands Combined Authority the best place to work and belong.

Additional Post Requirements

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes ☐	No ☒	Basic ☐	Standard ☐	Enhanced ☐	None ☒	Yes ☐	No ☒

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
13.3.26	JEP761	SP29-SP33	
Position Reference			