

Job Description

Job Title:	Assistant Organisation Design & Transformation Practitioner
Directorate/Team:	People & Culture Services / Organisation Design & Engagement
Location:	16 Summer Lane
Responsible to:	Organisation Design & Transformation Lead
Responsible for:	No direct reports
Key working relationships: (internal)	OD & Transformation Lead, OD & Transformation Practitioners, P&C colleagues, PMO colleagues, design team members, Finance, Tech & Insight, Governance
Key working relationships: (external)	West Midlands local authority & other Combined Authority HR/Transformation teams

Purpose of the Post

The role enables the Organisation Design & Transformation team to deliver complex organisation design reviews and design sprints at pace by providing specialist OD evidence, modelling and option development support.

The post holder works as an integral part of the organisation design delivery model, transforming diagnostic data, workshop outputs, workforce information and design hypotheses into concrete organisational options, including structures, roles, capability requirements, cost and workforce implications, working in close collaboration with the Org Design Practitioner and People Business Partners as it pertains to their areas.

This role exists to centralise OD-specific analytical and modelling capability, releasing Organisation Design Practitioners to focus on stakeholder contracting, facilitation and decision-making, and enabling multiple OD reviews to be delivered in parallel.

Without this role, OD Practitioners would be required to undertake detailed diagnostic analysis and modelling themselves, materially reducing delivery capacity and increasing the cost of OD provision.

Accountabilities

OD Option Modelling & Design Support:

- Translate organisation design hypotheses and emerging options into tangible organisational models, including roles, spans and layers, reporting structures, capability requirements, cost and workforce implications.
- Develop comparative option analysis (e.g. strengths, weaknesses, advantages, disadvantages, risks) to support informed design choices during OD sprints and senior decision-making.
- Contributes to the development of design sprint business cases to meet both Organisation Design Panel and Executive Board requirements.
- Work iteratively with OD Practitioners to refine and test options between design workshops, ensuring evidence-led progression through the OD lifecycle.

Data and Insight:

- Accountable to the Organisation Design & Transformation Lead for providing value-added, accurate and timely data, analysis and insights to ensure OD & Transformation reviews can be delivered to relevant time and quality expectations.
- This role will build and continuously anticipate and gather, informed by OD methodology, relevant intelligence, and insight to enable effective organisation design choices and decision making.

Performance Reporting:

- Deliver consistent performance reporting and insight across all OD & Transformation services, aligned to organisational transformation requirements.

Diagnostics:

- Conduct whole-system OD diagnostics to build a robust understanding of the current operating context, including strategy, processes, culture, skills, KPIs, systems and ways of working, in order to define the organisational problems to be addressed before considering structural design options.
- Design and deliver organisation design diagnostics aligned to the OD framework, including analysis of spans and layers, management ratios, grade mix, leadership cost proportions, role clarity and structural effectiveness.
- Combine qualitative and quantitative insights to establish current-state strengths, pain points and system constraints, forming the evidence base for OD design sprints.

Governance & Assurance:

- Support compliance with relevant internal governance arrangements for Organisation Design and Transformation , including accurate record keeping, documentation and reporting.
 - Ensure compliance with OD Panel, governance and agreed Organisation Design Principles to enable coherent management of organisation design and Transformation across the WMCA.
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Responsibilities
Strategic - Support OD & Transformation service delivery by providing data and analysis aligned to WMCA strategic, portfolio, programme, and business planning requirements. - Conduct research and benchmarking to inform organisation design and Transformation approaches, drawing on internal data and external best practice. - Provide analytical insight to support evidence-based decision making by the OD & Transformation Lead, Practitioners, and senior stakeholders. - Support the development and maintenance of the OD & Transformation framework by curating relevant data, metrics, and evaluation criteria.
People - Work in close, iterative partnership with OD Practitioners to prepare evidence, modelling and refined options between design workshops, enabling faster and higher-quality Organisation Design delivery. - Work collaboratively and through matrix working with the OD & Transformation team, and wider teams (such as People & Culture and PMO) to deliver relevant OD and Transformation specific data and insight, informed by Organisation Design methodologies and best practice. - Support OD and transformation related stakeholder engagement by preparing clear, accessible OD data presentations, reports, and briefings for senior audiences. - Contribute to capability development within People & Culture by sharing analytical skills, tools, and techniques. - Role model the WMCA values; promote wellbeing and safe working practices.
Operational - Design, coordinate and deliver OD diagnostics and modelling that convert organisational questions into defined structural options, implications and trade-offs. - Support the delivery of Change Assessments (Readiness & Impact) by gathering, collating, and analysing relevant data to inform Transformation interventions. - Manage OD & Transformation data and measurement activities, including baselining, tracking and trend analysis to inform Transformation implementation plans. - Produce OD-specific insight packs and working materials to support design workshops, option testing and governance decision points (rather than routine performance reporting). - Maintain and develop Organisation Design and Transformation data, insights, and intelligence. Ensure effective alignment with relevant reporting mechanisms (e.g. Transformation Programme requirements) to provide accessible insight to stakeholders. - Support the central coordination of demand forecasting and workflow data for OD services and the OD Panel forward plan. - Ensure adherence to corporate governance, information governance, and data protection policies across all OD & Transformation data activity. - Contribute to risk management processes by providing data and analysis to identify, monitor and report risks. - Drive continuous improvement in data processes, analytical tools, and reporting methods.
Financial - Support value for money in OD & Transformation activity through effective tracking and reporting of costs and benefits. - Work with PMO/Finance to track benefits realisation and support Transformation evaluation. - Provide data and analysis to support budget monitoring and financial reporting for OD & Transformation initiatives. - Financial and procurement authority as set out in WMCA's scheme of delegation.
Other - Work effectively in matrix arrangements to support transformation and enterprise-wide organisation design and Transformation activity. - Maintain ongoing continuous professional development to enhance knowledge, skills and understanding of analytical best practice and OD & Transformation disciplines. - Represent the WMCA in a professional manner. - Undertake such tasks as may 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 of data collection, analysis and reporting within an HR, OD, or people analytics function.	x		x	x	
• Experience of designing and delivering organisational design diagnostic assessments, surveys, or organisational research in a complex organisational environment.	x		x	x	
• Experience of producing clear, insight-driven reports and data visualisations relating to organisational design for senior stakeholders.	x		x	x	
• Experience working in a programme/project-based or matrix environment.	x		x	x	
• Experience of supporting organisation design initiatives.	x		x	x	
Skills / Knowledge	E	D	A*	I*	T*
• Strong analytical skills with the ability to interpret complex organisational design data and translate findings into actionable insights.	x		x	x	
• Proficiency in data analysis tools and techniques (e.g. Excel, Power BI, statistical software) and the ability to conduct quantitative and qualitative analysis.	x		x	x	
• Skilled in data visualisation and the design of dashboards and reports to communicate findings clearly to diverse audiences.	x		x	x	
• Knowledge of organisational design related research design methods including survey design, benchmarking, and diagnostic assessment techniques.	x		x	x	
• Understanding of Organisation Design, Organisation Development and Change Management concepts and methods.	x		x	x	
• Excellent attention to detail and commitment to data accuracy and integrity.	x		x	x	
• Ability to communicate complex organisational design analytical information clearly to non-technical audiences.	x		x	x	
• Collaborative, proactive and comfortable working across multiple teams and priorities.	x		x	x	
• Knowledge of information governance, data protection, and GDPR requirements.	x		x	x	
• Knowledge of relevant HR metrics, people data, and public sector governance.		x	x	x	
Qualification / Education / Training	E	D	A*	I*	T*
• Level 5 qualification or equivalent experience in a relevant discipline (e.g. data analytics, business analysis, HR, social sciences, organisational psychology).	x		x		
• Professional qualification in data analytics, people analytics, or a related discipline.		x	x		
• Organisation Design qualification or accreditation.	x				
• CIPD qualification or working towards.		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
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	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
7/5/2026	JEP764	SP30-SP34	
Position Reference			

