

Job Description

Job Title:	Assistant People Business Partner (Projects)
Directorate/Team:	Chief Executive - People & Culture Services
Location:	16 Summer Lane or other site/location
Responsible to:	Head of Business Partnering
Responsible for:	N/A
Key working relationships: (internal)	Executive Board, Directors, Heads of Service, People and Culture Team, Bus Franchise programme and projects
Key working relationships: (external)	N/A

Purpose of the Post

To provide a proactive and solutions-focused People and Culture Service to the Bus Franchising/Transport programme and wider projects team supporting the Business Partnering service.

Work closely with the Business Partnering team to deliver a high-quality, customer-focused service, with particular emphasis on resilience and risks around workforce planning, retention, engagement and TU initiatives.

To develop and maintain relationships with key stakeholders and managers across the Bus and Transport team (inc any other projects) building an understanding of their business and people-related challenges and priorities/timelines.

Accountabilities

- **People & Culture Services:** Contribute to representing, promoting and delivering an effective and professionally respected service in driving the people activities for example workforce planning and retention, systems, data and other operational needs (linking in with the People and Culture Service Centre)
- **Administration:** Support the workforce planning projections and people requirements in a timely way to enable the programme to function effectively across Transport/franchising working with the PBP to review and analyse due diligence data and impact for the wider team, function and organisation
- **People Advice:** Provide guidance and support to the Transport team and wider projects to enable key Programme milestones to be met
- **Coordination and Access:** Work across People & Culture Services to ensure timely and relevant input to the BF/Transport team and other projects as required
- **Policy and Practice:** Promote fair, inclusive, and consistent application of people policies/practices.
- **Risk and Insight:** working with the People Business Partner identify risks and mitigation
- **Deputise** for the BF People Business Partner as required and provide seamless support in their absence or where delegated to do so.

Responsibilities

Strategic

- Be an active member of the relevant Transport programme supporting senior leaders, the management team and People Business Partner.
- Ensuring People priorities/risks are identified at earliest opportunity providing insights/data and evidence to the team on these
- Presenting key papers and outputs as required to the management team and in line with milestone dates and key project deadlines

- Support change within the Transport programme/other projects as appropriate and in line with the people workstreams/deliverables.
- Represent People and Culture within the programme alongside other projects acting as an ambassador of people and Culture
- Work flexibly and with integrity to meet the needs of the WMCA and the People & Culture function.

People

- Build high-trust relationships with key stakeholders on the programme specifically management team Directors, Heads of Service and senior managers to support inclusive, confident leadership.
- Promote fairness, wellbeing, and accountability in people management practices.
- Provide coaching to senior and line managers to develop their competence and confidence in dealing with people management processes and policies.
- Support succession, engagement and retention initiatives, workforce planning projections and analysis support in line with business requirements, working with trade unions
- Building cultural development in partnership with P&C SMEs in line with the People and Culture Strategy

Operational

- Coordinate input from the relevant People and Culture teams as appropriate.
- Support any governance panels with people input.
- Champion the consistent application of people policies and practices.
- Support projects that continue to develop and improve ways of working, supports transformation, and enable and effective Transport function.
- Escalate workforce risks or complex issues to the Head of People Business Partnering/People Business Partner as appropriate.
- Undertake key aspects of People and Culture services working across the project and the P&C team. Support including, but not limited to, managing establishment changes, workforce plan projections and maintaining the broader programme resource plan
- Provide advice on people policies and processes in conjunction with the People Business Partner.
- Inform, contribute and propose continuous improvement by identifying opportunities for process improvements and an optimal Transport functions
- Support the HR Business Partner/key stakeholders with management and maintenance of key people information.
- Ensure the effective upskilling of managers in the programme, providing best practice/consistent advice in line with the P&C service
- Support the People Business Partner to deliver change management activities and consistent people service
- Support on specific people projects including bus franchising
- Assist in the preparation of job evaluation documentation ensuring the relevant documentation is completed and submitted for JEP/ OD Panels, programme and working groups when required.

Financial

- Liaise with the Finance Business Partner to monitor resourcing costs/updates as well as costing initiatives.
- Ensure people decisions are evidence-based, affordable, and aligned with service outcomes.
- Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.

Other

- Contribute to the continuous development of the People and Culture Services
- Contribute to knowledge sharing, service development and team learning.
- Support inclusion, wellbeing, and continuous improvement across all people delivery.
- 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*
Proven experience in a People business partnering setting (preferably as APB)	X				
Demonstrated ability to work with senior leaders	X				
Experience coordinating cross-functional input from HR specialisms	X				
Evidence of competence and confidence in dealing with a broad range of people management issues when working with managers/projects	X				
Experience in the public sector arena		X			
Skills / Knowledge	E	D	A*	I*	T*
Strong understanding and knowledge around people areas specifically TUPE, employment law workforce planning	X		X	X	X
Skilled in excellent interpersonal, coaching, and stakeholder engagement skills.	X		X	X	X
A proven track record of supporting project management activity and alignment of milestones					
A flexible, consultative and solution-focused approach/self-starter	X		X	X	
Excellent communication and interpersonal skills	X		X	X	
A proven track record of delivery on People administration/use of systems	X		X	X	
Ability to exercise effective judgement/sensitivity and confidentiality	X		X	X	
Problem-solving and analytical capability specifically workforce projections	x		X		
Knowledge of people challenges and nuisances in a public sector context.		X	X		
Qualification / Education / Training	E	D	A*	I*	T*
Educated to at least degree level		x			
CIPD qualified to level 5 (HR)	X				
Evidence of continued professional development	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
15/12/25	JEP707	SP34-SP38	
Position Reference			