



Job Description

Job Title:	People Business Partner
Directorate/Team:	Chief Executive - People & Culture Services
Location:	16 Summer Lane or other site/location
Responsible to:	Head of Business Partnering
Responsible for:	-
Key working relationships: (internal)	Executive Board, Directors, Heads of Service, OD and Change, Talent Acquisition, Reward, Inclusion, ER, People Service Centre, Finance, Legal, Trade Union, Staff Networks
Key working relationships: (external)	Other Combined Authorities and Partner HR professionals, local authority networks, advisory bodies

Purpose of the Post

The People Business Partner enables confident, inclusive, and consistent people leadership across WMCA's directorates. Acting as a strategic advisor and critical friend to senior leaders, the role ensures people priorities are aligned with service goals and organisational values.

The role plays a pivotal role in embedding people strategy into planning, decision-making, and leadership practice, coordinating specialist input from across People & Culture Services to deliver a seamless, values-led service.

This key interface role with the directorates will contribute to the delivery of an effective and respected People & Culture Service that enables the achievement of the WMCA strategic objectives and annual business plans, and Mayoral priorities.

Accountabilities

- **People & Culture Services:** Contribute to representing, promoting and delivering an effective and professionally respected service in driving the people and change agendas.
- **People Advice:** Provide values-led advice, guidance and support to senior managers on people issues that underpin and promote the organisational strategy.
- **Business Partnering:** Support people's activities by aligning services to organisational frameworks and expectations.
- **Coordination and Access:** Work across People & Culture Services to ensure timely and relevant input to meet directorate requirements.
- **Policy and Practice:** Promote fair, inclusive, and consistent application of people policies.
- **Risk and Insight:** Use people data and feedback to show risks, trends, and improvement opportunities.

Responsibilities

Strategic

- Be an active member of the relevant directorate senior leadership teams, acting as the strategic partner in all people and change aspects.

- Design and implement People strategies that drive performance, growth, and contribute to ensuring WMCA is an employer of choice.
- Influence change and innovation by ensuring People priorities are embedded into the business planning process
- Support change initiatives through employee engagement, communication planning, and ensuring alignment to People and organisational strategies.
- Translate directorate goals into people priorities, ensuring alignment with WMCA's values and People & Culture strategy.
- Represent People Business Partnering in directorate planning cycles, leadership forums, and change programmes.
- Use workforce data, feedback, and insight to identify risks, trends, and opportunities for improvement.
- Be an active member of the People and Culture Management Team, providing insight into directorates' strategic plans and people issues that impact ways of working.

People

- Build high-trust relationships with 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 issues.
- Support talent management, succession planning, engagement, and cultural development in partnership with OD and Talent.
- Work flexibly and with integrity to meet the needs of the WMCA and the People and Culture Directorate.

Operational

- Coordinate input from Reward, Organisational Development and Change, Talent, and other People & Culture functions to meet directorate requirements.
- Working with the Employment Relations Team act as the senior people advisor on complex employment relation cases and appeals.
- Support service/ functional areas / directorate redesign, consultation, change and people governance activity.
- Provide guidance on policy interpretation and ensure consistency and fairness in application.
- Champion the consistent application of people policies and practices.
- Lead on projects as part of the People and Culture strategy plan that continues to develop and improve ways of working, supports transformation and enables our people to thrive and grow.
- Lead on relevant projects within the business area.
- Escalate workforce risks or complex issues to the Head of People Business Partnering where appropriate.

Financial

- Advise on the people implications of business cases, restructures, and workforce changes.
- Ensure people decisions are evidence-based, affordable, and aligned with service outcomes.
- Ensures Value for Money and follows the appropriate governance processes for dealing with any financial activities
- Promote cost-effective approaches to structure, engagement, and performance.

Other

- Contribute to the continuous development of the People Business Partnering model and service offer.
- 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
- Undertaking 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 strategic HR or people partnering role within a complex organisation.		*				
Demonstrated ability to influence senior leaders and shape people responses to business challenges.		*				
Experience coordinating cross-functional input from HR specialisms (e.g. ER, Reward, OD, Inclusion)		*				
Evidence of supporting organisational change processes		*				
Evidence of using coaching skills to develop manager's competence and confidence in dealing with people management issues		*				
Experience in the public sector arena			*			
Skills & Knowledge		E	D	A	I	T
Strong understanding of employment law, people policy, and organisational change.		*		*	*	*
Skilled in using people data and insight to inform decisions and drive improvement.		*		*	*	*
Excellent interpersonal, coaching, and stakeholder engagement skills.		*		*	*	
A flexible, consultative and solution-focused approach		*		*	*	
Excellent communication and interpersonal skills, with a high level of tact, discretion and diplomacy		*		*	*	
A proven track record of delivery in a high-pressure environment.		*		*	*	
Ability to exercise effective judgement		*		*	*	
Problem-solving and analytical capability		*		*		
Knowledge of the Ulrich model and its application in a public sector context.			*	*		
Qualification / Education / Training		E	D	A	I	T
Educated to at least degree level		*				
CIPD qualified to level 5		*				
Coaching level 3 or above qualification			*			
Evidence of continued professional development		*				

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.
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

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements

Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	Job Family	Level/Grade	JEP Reference