

Principal Consultant

West Midlands Employers



West Midlands Employers		
Post Title	Grade	Role Type
Principal Consultant	12	

Our Vision – To develop a strong public sector workforce across the West Midlands Region

Our Outcomes –

- A skilled, efficient and engaged public sector workforce.
- Increased capacity for the provision of HR/OD expertise within the public sector.
- Strong representative voice for public sector employers in the Region.

About the Service

West Midlands Employers (WME)

WME is the Regional Employers’ Organisation for the 33 Local Authorities in the Region. WME is a member led, local authority owned organisation that offers a core service of advice/guidance on the full spectrum of HR/OD/Resourcing services to Local Authorities and the wider public sector. In addition to the provision of core service, the team delivers a range of commercial products and services, aimed at supporting and responding to the needs of clients including shared services and consultancy.

Political Restriction: This position is considered as a Politically Restricted Post under the Local Government and Housing Act 1989 and subsequent amendments introduced by the Local Democracy, Economic Development and Construction Act 2009.

Reporting Relationships




Responsible to: Director(s) and Chief Executive via Matrix Management

Responsible for: Designated services defined annually through objectives – Including direct line management of Senior Consultants/ Consultants/Managers/Advisers as required in the structure.

Key Accountabilities:

- To operate as a member of the WME Extended Management Team, creating and building lasting relationships with membership organisations; providing a highly engaged day to day interface with them.
- To operate across the full breadth of WME’s products and services, providing subject matter expertise on service delivery.
- To work with the Chief Executive and Directors to deliver robust annual service plans and targets for service growth and delivery for the organisation, leading on corporate initiatives as required.
- To influence senior stakeholders, partners and national leads to invest in both new and future WME services and products.

- To gather and analyse information and data from multiple sources to create customer and business intelligence to shape and form services to evolve in line with our member's needs.
- To ensure services are appropriately joined-up and integrated offer across the entire WME portfolio with a clear pricing structure for services.
- To negotiate and broker work with membership organisation and associate consultants, including developing collaborative submissions to tenders.
- As and when required, to lead a high performing team of delivery consultants and business managers, role modelling the WME values and ensuring a clear objective are set and reviewed.
- To **lead specific professional accountabilities** of WME services/products, responsible for:
 - Development of service/product growth plans;
 - Development of business cases for new products and services;
 - Contribute to annual service budgets;
 - Developing and delivering against service level agreements;
 - Developing and delivering a service communication strategy;
 - Author blogs and articles on services using subject matter expertise;
 - Ensuring robust performance monitoring;
 - Developing and implementing new technology;
 - Provide direct service delivery and personal income generation;
 - Reporting and analysing data and service metrics;
- To operate across a breadth of WME service portfolios:-
 - **Resourcing and Talent Acquisition;** including the management of the full portfolio of WMJobs services to partner organisations (under contractual obligations to 2020 and beyond).
 - **Organisational Development;** including the development, delivery and continuous review of a full portfolio of products and services to support organisations deliver transformation and change initiatives effectively.
 - **Leadership, Learning & Development Services;** including the continuous review, development and delivery of WME's leadership, management development and learning products and services.
 - **HR Services;** including the provision of high quality and comprehensive core (membership) and consultancy HR advisory and support services, covering the full range of employment law, statutory regulations, pay and reward and national terms and conditions of employment.
 - **Membership & Consultancy Services;** including the provision of a high quality core membership offer and consultancy service, through direct service delivery and maintenance of a strong associate consultant team.
- To role model the WME values in all areas of work.

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <p>CIPD qualified or equivalent experience.</p> <p>Desirable - Degree in HR or appropriate business discipline</p>	<p>A/I/T</p>
	<p>Knowledge and Experience</p> <p>Experience in a large public or private sector organisation of contributing to:</p> <ul style="list-style-type: none"> • Strategic Planning • Corporate Planning & Performance • Governance • Policy Development • Workforce planning, engagement & development • Service Delivery • Business Development <ul style="list-style-type: none"> • Proven track record of successfully developing and implementing services or products. • Broad and in depth knowledge of multiple services within the defined delivery portfolio – including delivery models/methodologies. • Experience of leading services through collaboration, partnership working and complex contractual arrangements. • Experience of leading a high performing team. • Experience of direct consultancy delivery and achieving income generation. • 	<p>A/I/T</p>
	<p>Skills</p> <ul style="list-style-type: none"> • Excellent communication skills both verbal and written across all levels, including the ability to produce reports, plans and present complex information to a variety of audiences • Excellent internal consulting skills to support stakeholders in exploring issues and identifying possible approaches and solution • Evidence of successful application of senior leader coaching skills • Force role model with the ability to articulate and practice Force Values and appropriate behaviours • Evidence of being able to foster a collaborative team working 	<p>A/I/T</p>

	<p>environment and a strong service culture that ensures delivery of efficient, effective, quality driven service to internal stakeholders</p> <ul style="list-style-type: none"> • Ability to partner with key stakeholders, owning and building strong, influencing relationships across the Force, in particular senior stakeholder engagement and management <p>Functional skills</p> <ul style="list-style-type: none"> • Hay and/or NJC job evaluation trained • Executive Coach qualification/skills • Job analyst • Employee Relations • Mediation skills • Leadership development facilitation 	
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the **Disability Confidence Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the **Recruitment Team on 01905 947446**