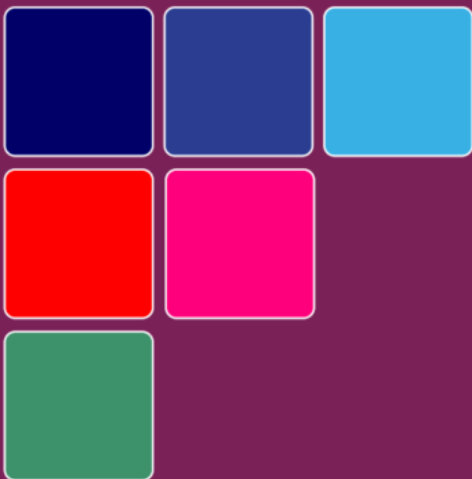


Associate Director - Workforce & Learning



DMBC Operating Model 2024 - Vision:

A community-focused, financially resilient, collaborative, and sustainable council delivering the services required to support and meet the essential needs of residents, businesses, and the local economy.

Case for Change July 2024

Our Values:

Our values describe what we stand for and how we operate, and we expect our values to be lived and role-modelled throughout our organisation.



(to be updated 2025)

Our Associate Directors:

Play a pivotal role in Dudley Council's comprehensive recovery and transformation programme bringing distinct professional skills, drive and leadership that supports our business, our workforce, and our residents.

Take collective accountability for the achievement of corporate priorities and outcomes within agreed resource and time frames, the directors contribute to leading the organisation, provide strategic oversight and are accountable delivery across a range of functions

Support Directors to deliver for Dudley modelling a responsive, resident focused approach and will ensure collaboration to operate as 'one council'.

Job title: Associate Director - Workforce & Learning

Grade/Salary: £108,016.00 - £118,680.00

Reports to: Director – Transformation

Post Number: CE471

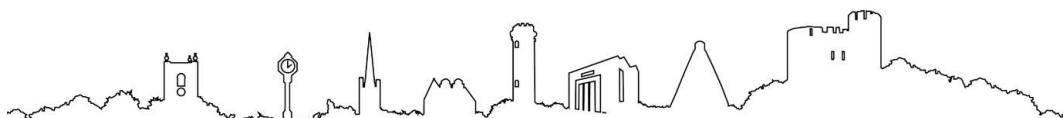
Role purpose:

1. Responsible for any statutory functions within their remit.
2. Part of the Council's Top Leaders Group, support organisational transformation, maximising use of technology/automation and cultivate a high-performance culture focused on continuous improvement, efficiency, and improved customer experience and choice
3. Support the delivery of the Council Improvement Programme, implementation of the new operating model, and ensure all transformation workstreams have clear deliverables to modernise service delivery.
4. Ensure evidence-based decision-making, robust financial management, and model effective leadership behaviours and accountabilities underpinned by adherence to the Nolan Principles, while articulating a compelling vision for change.
5. Lead for Workforce, employee relations and learning functions and their associated resources.

Key responsibilities:

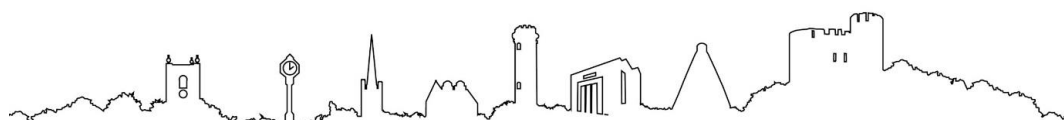
1. Supporting the Director in the management of the relevant subset functions within the service area, providing strategic and operational advice as required to the Chief Executive, Group Directors, and Directors, ensuring all guidance aligns with core objectives and employment legislation.
2. Develop and implement strategies for service areas, translating corporate goals into actionable plans which are underpinned by clear benefits realisation deliverables.
3. Identify and address opportunities and challenges with innovative solutions to enhance community and business outcomes.
4. Take collective responsibility for driving transformation through the Council's new operating model and fostering a workforce adaptable to new working methods.
5. Accountability and leadership for: -

Strategic workforce planning aligned to the Council's operating model, transformation priorities, and future service needs.	Employee relations and compliance, ensuring adherence to employment law, effective resolution of issues, and sound governance
Partnering with senior leadership and SMEs to deliver organisational development, strengthen culture, and embed an accountability framework across the organisation.	Lead the design and implementation of learning programmes that support employee development, leadership capability, talent retention across all functions, championing professional development pathways to support succession planning and career progression for the council's workforce.
Lead people strategy and transformation, HR operations, business partnering, responsive organisational development (OD) programmes and	The role will provide assurance and ensure compliance with statutory and regulatory requirements related to training and qualifications, including safeguarding and health & safety mandates



providing professional advice, guidance and assurance.	
Develop, own and maintain all HR, OD, and workforce-related policies, including consistent job families, grading structures, and job evaluation (JE) processes.	Lead and manage payroll services for Council and clients ensuring robust audit and controls in place with robust approaches to over/under payments.
Ensure delivery of accurate and insightful workforce management information and data, supporting informed decision-making and financial transparency.	Lead, manage and develop other transactional services.
Maximise the use of ICT systems and innovation to modernise HR practices and improve efficiency.	Embed a business partnering model that aligns workforce support with operational needs and priorities
Equality, diversity, inclusion (EDI), and wellbeing as integral components of the Council's People Strategy and employee experience.	Drive a culture of value for money, transparency, and accountability in all workforce and learning functions to support corporate transformation goals.
Work in close collaboration with the Corporate Procurement, Commissioning, and Contract Management teams to ensure effective outcomes across all purchasing, procurement, commissioning and contract management activities, aligning provision with needs, robust specifications, achieving best value, and demonstrating measurable impact	Ensure robust auditing, check and challenge is in place for payroll, establishment and other areas to ensure appropriate grip and control in line with formal governance frameworks.
Contribute to the Council's corporate transformation programme, aligning with the organisation's new operating model and long-term objectives.	Relations where the council has traded services with outside organisations, including opportunities for growth.

6. Support the Group Director and Directors to: -
 - a. Craft and deliver creative and innovative solutions to improve long term performance, effectiveness and efficiency, ensuring all Council functions are supported to meet the highest standards of governance and delivery.
 - b. Develop and nurture strategic partnerships and relationships with private sector organisations, regional bodies, public & voluntary sector, government and other stakeholders
 - c. Provide advice and insight to senior leaders and Members and other key decision makers as and when required, providing tactical guidance to meet Council objectives.
7. Support the transformation of council functions through development of people related strategies and plans, creation and delivery of learning and development, talent management and succession planning focussing on integration, business process redesign, self-service, and modernisation to reduce costs and enhance customer experiences. Implement and continuously improve the new operating model to deliver high-quality, efficient services with effective governance and team collaboration.
8. Manage designated budgets, ensuring performance management systems are in place to optimise resources and income.
9. Ensure compliance with legal and regulatory standards and promote transparency and ethical standards.
10. Participate in corporate resilience, emergency planning, and business continuity. Build effective relationships and partnerships with stakeholders.
11. Develop clear business plans to support the Council Plan, with governance, performance monitoring, and innovation.
12. Ensure adherence to health and safety policies and legal obligations under the Health and Safety at Work Act 1974 (or relevant local legislation) including Monitoring compliance with legislation, internal policies, and industry standards.



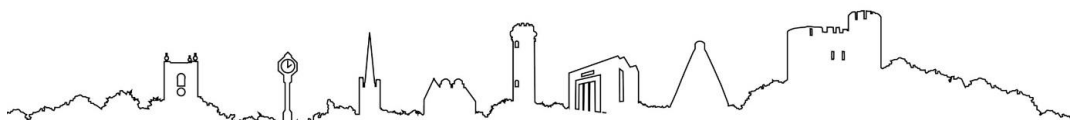
Special conditions:

This post is politically restricted.

This post may be subject to the DBS checking process.

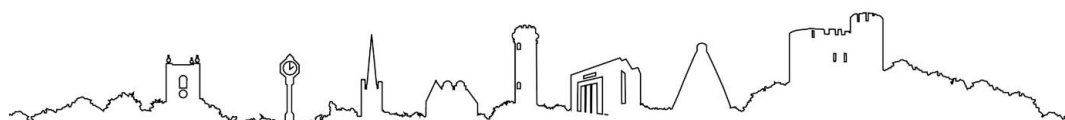
Driving Licence will be subject to checking with the DVLA. It is a council requirement to have business use car insurance and a valid MOT certificate (for cars over 3 years old).

Prepared by	Chief Executive
Date	30 th June 2025



Person specification - Essential criteria:

Qualifications and experience	
1.	Degree level, equivalent education and/or strong evidence of working practice in the appropriate fields and level of role.
2.	Holds a recognised professional qualification within the relevant subject matter
3.	Evidence of continuing professional development
4.	Proven experience in large scale delivery of transformational change
5.	Proven experience at a senior level gained in a large, complex, multidisciplinary organisation of strategic leadership achievement and experience consistently developing strategies and translating them into effective operational delivery plans
6.	Proven management experience at a senior level in a local authority or other large organisation with experience of successfully delivering people and organisational development services and functions with measurable outcomes
7.	Strong knowledge of employment law, workforce development and organisation design principles and their application
8.	Record of achievement in identifying and effectively managing the risk inherent in the delivery of operational services
9.	Experience of service redesign and defining services standards and proven track record of delivering customer-focused services in a complex environment
10.	Demonstrable experience of ensuring high levels of probity, transparency and governance/standards in public life
11.	Proven success in leadership and management of a range of services with multi-disciplinary teams to achieve high performing and significant, sustainable improvements and outstanding results
12.	Experience of service redesign and defining service standards
13.	Proven track record of delivery customer focused services in a complex environment
Skills and abilities	
14.	Proven commitment to public service and the ability to champion equality diversity and inclusion and embed these as core standards
15.	Successful track record in the management of large staff groups and motivating them to achieve change in new ways of working



16.	Proven ability to lead by example, act with integrity in alignment with the Council's professional standards, values, and behaviours, consistently modelling these attributes
17.	Politically astute, acting in line with the Nolan principles in public life
18.	Proven ability to communicate and work effectively in partnership with a wide range of internal and external bodies
19.	Proven ability to exhibit skills, tact, diplomacy, persuasion, negotiation, advocacy, and assertiveness and to adapt personal style as required
20.	Excellent relationship management skills, capable of working effectively with a wide range of audiences and displaying a high level of political awareness.
21.	Visible, approachable and accountable for self and others, seeing errors as opportunities for learning.
22.	Driven and self-motivated with a clear sense of purpose
23.	Capable of anticipating and influencing changes to meet service needs, demonstrating both resilience and tenacity under pressure.
24.	Flexible, responsive and resilient to changing demands and priorities
25.	Aware of own strengths and areas needing improvement, with a commitment to addressing these areas

