



Job description

Title:	Director of People & Change
Reports to:	Director of Finance & Corporate Services
Location:	Birmingham, Cardiff, Wakefield, Sale, Canary Wharf or Croydon
Grade:	Director level 3
Salary:	£93,000 pa (plus London Weighting of £4968 for Canary Wharf and Croydon)
Contract:	Permanent

Purpose

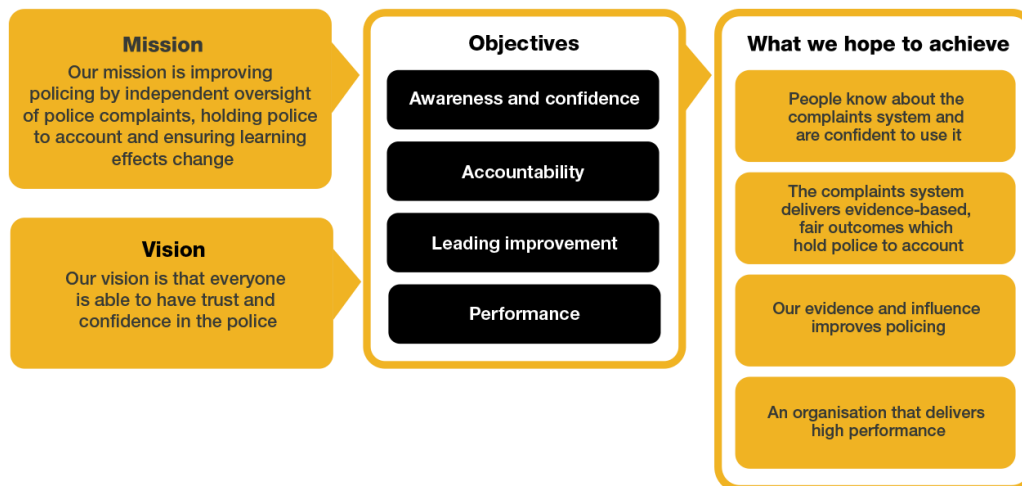
As the IOPC Director for People & Change, you will be welcomed into a dynamic and inclusive senior management team and have responsibility for the leadership of the new People & Change Directorate. The IOPC is on a journey to develop its culture, perspectives and ethos to support the organisation's core outcomes, and this is your opportunity to enter into the varied world of the IOPC allowing you to develop your mindset and approaches to contribute to improving the police complaints system in England and Wales.

In this pivotal leadership role, you will focus on modernising the IOPC by leading a strategic people focused capability whilst driving cultural change and enabling an ambitious transformation programme. The role will bring opportunity and challenge as you lead and advance our People and Change services in:

- Organisational Design & Development
- Equality, Diversity & Inclusion
- Learning & Talent Development
- Employee Relations & Business Partnering
- Health & Safety
- Wellbeing

- Recruitment & Resourcing
- Payroll, Benefits and Reward
- People Support Services

Organisational Context



We work in the context of our agreed values which inform the way we do things at the IOPC. The Director for People & Change will need to be committed to managing in the context of these values.



We seek the truth

- I communicate openly and honestly
- I am unbiased and challenge preconceptions
- I work collaboratively to ensure different perspectives are considered in my decision making
- I evaluate what I have learned and adapt to improve the service that I deliver
- I build trust by creating a culture of regular and authentic two-way communication within my team
- I foster an environment where learning is encouraged, shared, and acted upon, to improve service delivery



We are inclusive

- I treat everyone with equity, kindness, dignity and respect
- I celebrate diversity and ensure it's at the heart of everything I do
- I listen and seek to understand alternative views
- I build and champion a culture of respect and kindness, where diversity is celebrated, and wellbeing is supported
- I encourage my team to share knowledge and learning around the protected characteristics and wider experiences



We are empowered

- I seek ways to develop myself through learning and development initiatives
- I take ownership of my decisions, actions, and behaviours
- I speak up when things are not right and challenge inappropriate language or conduct
- I positively engage in regular performance, development, and wellbeing conversations
- I manage performance within my team, offering challenge, support, and actionable feedback
- I am accountable for my work, making informed decisions which progress the IOPC strategy
- I have confidence in my team to do their job, celebrating their contributions to organisational success



We are tenacious

- I work to overcome challenges, despite problems or difficulties and provide a brilliant service
- I demonstrate the IOPC values in my behaviour, even in adversity
- I embrace change positively, seeing it as an opportunity to improve performance
- I lead my team effectively to deliver at pace whilst supporting them through challenges
- I lead by example, consistently demonstrating the positive behaviours expected from my colleagues
- I lead change, communicating the vision clearly to my team and supporting them through the transition



We make a difference

- I go the extra mile and actively look for ways to improve the service I deliver
- I understand how I contribute to the IOPC's vision and the role I play in delivering a great service
- I am reliable, using evidence to inform my decisions
- I create high performing teams, setting clear objectives and expectations
- I clearly communicate the IOPC's vision and ensure my team understands how they contribute
- I ensure the work of my team has a positive impact and focuses on solutions for our service users

The IOPC is committed to **promoting equality and valuing diversity** in everything we do. Our vision is to be, and to be seen as, a leader in inclusive employment and services, demonstrating this ethos in everything that we do.

- As a silver standard Stonewall employer, we continue to commit ourselves to being a LGBTQ+ employer through the work of our Pride LGBTQ+ Staff Network, creating welcoming environments for lesbian, gay, bi and queer people.
- We are pleased to share we are a signatory of the Business in the Community Race at Work Charter. The Charter is composed of five [calls to action](#) for leaders and organisations across all sectors.
- Being a Disability Confident employer, the IOPC is dedicated to removing the barrier for disabled people to thrive in the workplace.
- Our Staff Networks are constantly working to make the IOPC the leaders of inclusive employment, from our Allyship Programme to [Operation Hotton](#), to [Welsh Language Standards](#) and Know the Line Policy, we are constantly seeking new ways to create an environment for all to develop and thrive.



Main duties and responsibilities

Leadership & Management:

- Leadership of a newly re-formed directorate, setting clear direction and developing new ways of working.
- Leading, managing, and developing a high performing team.
- Provide inspirational leadership that promotes continuous improvement and equality, diversity, and inclusion.
- Ensuring collaboration and integration of work across all directorates and teams instilling the 'one IOPC' ethos.
- Budget and resource management in line with a challenging efficiency and transformation programme.
- Direct line management of: Head of Organisational Development, Head of People Services, People Change Implementation Lead (temp), Employee Relations Specialist (temp) and Executive Assistant.

Deliver People Services & Organisational Change

- Leading, supporting and coordinating structural change across the organisation, ensuring fair and legal process together with successful outcomes.
- Deliver Organisational Development programmes and initiatives to support transformation and culture change.
- Deliver a Learning and Talent Development offer that increases organisational performance and supports employees to be the best they can be.
- Build and implement people management approaches to attract, recruit, retain, deploy, develop, motivate, reward and ultimately part company with our talent to meet the needs and aspirations of IOPC.
- Ensure the wellbeing and safety of employees through leadership and advancement of practice and approaches.
- Develop and maintain People policies, processes and procedures in line with external (e.g. Government, Legal) rules policies and guidelines.
- Maintaining the People Management governance and internal performance reporting.

Corporate Responsibility:

- Lead and deliver the IOPC People Strategy.
- Maintain an active role on Management Board and other specified Boards, Groups and Committees.

- Contribute to the setting of corporate strategy, policy, governance, and corporate culture.
- Ensure high integrity and transparency in the use of public money.
- Hold Information Asset Owner responsibilities.
- Hold 'Gold' On-call responsibilities.
- Role model the IOPC values.
- Ensuring strategic 'People matters' are shared and understood.

Decision Making:

- Decision Making on behalf of the People & Change Directorate in relation to strategy, priorities, business planning and budget.
- Endorsing and communicating corporate decisions and strategic developments to the directorate on behalf of Unitary and Management Board.

Communication & Engagement:

- Speaking, presenting, and engaging at meetings and events with colleagues and groups across the organisation, at all levels.
- Building productive and professional relationships with trade union and staff council.
- Partnering effectively with Home Office, HM Treasury and Cabinet Office as required.
- Engaging and listening to colleagues across the organisation, seeking views and bringing people together foster to an environment for change and transformation.

Cultural Competence, Equality, Diversity & Inclusion:

- Pro-active and committed to equity, diversity and inclusion.
- Demonstrate culture competence when interacting with all stakeholders.
- Developing the IOPC culture to embed cultural competence and inclusion in line with the IOPC's values.
- Leading on the development and implementation of the IOPC's Equality Diversity and Inclusion strategy as it relates to staffing matters, recruitment and culture.

Person specification

Experience

- Chartered Member of the CIPD.

- Highly experienced senior manager and leader with significant experience of successfully leading a range of people related functions, including Equalities.
- Demonstrable success in delivering significant cultural change, with a focus on empowering staff at all levels.
- Demonstrable experience of successfully implementing significant structural change.
- Evidence of building high performing strategic and delivery focussed teams and enabling managers to achieve organisational aims.
- Evidence of excellent relationship development skills and significant experience of engaging with senior level stakeholders.
- Effective team worker with proven ability to balance corporate priorities and operate collaboratively with a focus on horizontal working between functions.
- Experience of working at board level or in a similar governance structure and influencing across an organisation.
- A sound understanding of, and strong commitment to public service values, to diversity and to the principles of public life.
- An awareness of, and ability to work within the high-profile political and external environment within which the IOPC operates.
- Hold appropriate level of government security clearance.

Skills and Abilities

- Self-aware, with evidence of developing and learning through every opportunity.
- Inspires, develops and champions others to deliver.
- Able to operate strategically and operationally.
- Resilience to drive transformational change.
- Demonstrable commitment to cultural competence and the ability to articulate best practice.

Reasonable adjustments

The IOPC is a diverse and inclusive workplace and we want to help you demonstrate your full potential whatever type of assessment is used. We are open to providing you with the tools you need to succeed, from extra time to formatting changes, to name a mere few. If you require any reasonable adjustments to our recruitment process, please email recruitment@policeconduct.gov.uk

Working conditions

Making the IOPC a great place to work is one of our key priorities. We are pleased to offer a unique hybrid working model based on business needs, balanced with the needs of our colleagues.

The IOPC is currently consulting with its consultative bodies about proposed changes to our hybrid working policy which will require all staff to work 20% of their contractual hours at their office base (or another office for business reasons) from 1 September

and increased to 40% from April next year. Office attendance time includes in-person training, meetings with stakeholders and families, and attending events.

Preparation checklist

- ☐ Review the full job description
- ☐ Review the behaviours and the descriptors for each behaviour
- ☐ Review the Strengths dictionary
- ☐ Review the IOPC values
- ☐ Consider your Strengths (if applicable)
- ☐ Consider drafting example answers that cover the specific elements
- ☐ Prepare some questions to ask the interviewers