



JOB TITLE:	Widening Participation Lead		
GRADE:	G9	SERVICE AREA:	HR/OD (Organisational Development)
JOB CODE:			
REPORTS TO:	ODBP (widening participation)	LOCATION:	Civic Centre / Hybrid
SPECIAL CONDITIONS:			

At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:

- *Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;*
- *Embrace change and strive for improvement continuously;*
- *Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;*
- *Challenge the status quo, enable and empower, act with integrity.*
- *Together, they will deliver services that the people of Walsall will be proud of.*

1. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

2. Main purpose of the job role:

- Reporting into the ODBP (Widening Participation) and managing a team of resources specialists.
- To support the ODBP (WP) and work with the Organisation and with Partners and stakeholders to assist, to embed a framework for organisational development based on collective leadership, staff engagement, health & wellbeing and equality, diversity & inclusion.
- To support the ODBP to champion Walsall Council's OD Strategy and Workforce strategy across the organisation, whilst also providing feedback from activities to help shape and design the continuing evolution of these strategies.
- Support the ODBP (WP) to widen participation, supporting the development of opportunities to increase diversity and inclusion within the council focussing on representation, equity and access, social mobility and inclusive policies and practice.
- Leadership and direct management and upskilling of the resources team, to support the continuous improvement of wider recruitment across the organisation.
- Coordinate the external attendance at key events that will increase recruitment and widen participation.
- Provide support/resilience to the apprenticeship service and provide leadership to new initiatives as part of the widening participation strategy.

3. Role specific duties and accountabilities:

Horizon Scanning

- To play a leading role in the continuous improvement of the resources team, ensuring that technology is utilised effectively, and new ways of working are used for the benefit of the organisation.
- Support the ODBP (WP) in delivering the Councils' OD Strategy and co-ordination of associated initiatives / deliverables and in collaboration with other HR colleagues support the delivery of the Workforce Strategy and other key HR/EDI strategies.
- Liaise closely with the apprenticeship lead to share business intelligence and collaborate on initiatives.
- Ability to analyse service activity and workload data and translate that into meaningful intelligence to inform opportunities and initiatives.

Leading People

- Lead the resources team being responsible for managing the team and its services.
- Lead the completion of service and team diagnostics in collaboration with service leads and subsequently deliver findings are proposed areas of improvement in a way which is sensitive but also provides a platform for change.
- To lead on development of an events plan, ensuring direction of travel aligns with organisational ambitions, giving maximum coverage to the work of the team.
- Act as an advocate for Widening Participation across the Council ensuring Senior Leaders and all Council staff understand the principles and opportunities the work presents.
- Act as expert advisor to the HR/OD function and managers for widening participation.

Managing Resources

- To take a key role in the delivery of initiatives that widen participation across the organisation.
- To take a key role in the design and development of initiatives to meet directorates strategic requirements; building strong relationships to understand different development challenges and developing solutions that address specific widening participation issues.
- To ensure Walsall Council is using state of the art, creative and innovative solutions to the way it provides widening participation.
- To play a leading role in the commissioning and developing of opportunities for those working on widening participation initiatives to learn from the process.
- To produce, analyse and interpret varied and complex workforce information in order to monitor levels of activity; feedback on performance and / or put in place strategies to achieve business objectives.
- Lead the commissioning of learning and development providers or services and an understanding of best practice procurement policies/procedures. Budgets not exceeded £5k.

Managing Performance

- Responsible for advice and support to the business that focus on the widening participation agenda.
- Responsible for team and individual performance across the resources team.
- Provide timely and accurate internal reporting and meaningful analysis and trend analysis to articulate progress against strategic objectives.

Managing Self

- Develop strong and effective working relationships with colleagues from across HR, OD and A&BS services, sharing knowledge and information to ensure the delivery of an excellent service to our customers.
- Visibly role model your own professional development and promote a learning culture. Ensure continuing, personal, and professional development, taking ownership and accountability.
- Develop and maintain external networks, promoting a positive image of the Council in dealing with a wide range of local, regional, and national issues.
- Champion the HR/OD/Connected Working Service and Workforce / OD Strategies.
- Act as a professional exemplar at all times.

4. Key Stakeholders and reporting lines

- Responsible to: OD Business Partner (widening participation)
- Responsible for: Resources team

The content of this Job Description and Employee Specification will be reviewed on a regular basis.



JOB TITLE Widening Participation Lead	GRADE G9	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form =A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	A/I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills:		
Demonstrable people management skills; coaching leadership style.	A/I	3
Articulate and able to communicate effectively at all levels, both orally and in writing, including presentation skills. Effective and skilled presenter/trainer.	A/I	3
Ability to work collaboratively with senior leaders to identify widening participation opportunities.	A/I	3
Ability to plan and co-ordinate attendance at key events across the county to maximise recruitment and widen participation.	A/I	3
Strong collaborator and champion of HR, OD and L&D Services across the Council.	A/I	3
Ability to deliver advice without access to support.	A	2
Creative and able to develop innovative solutions to new and ongoing issues.	I	3

Proven problem solving, interpretative and analytical skills.	A/I	3
Advanced ICT skills and competent in the full suite of Microsoft applications.	I	3
Knowledge/Experience:		
Evidence of continuous professional development	A/I	3
A relevant professional background and experience in a large complex organisation and proven credibility in the field of OD/widening participation.	A/I	3
Experience of working in an OD function or with projects to widen participation through the use of apprenticeship, graduate programmes etc..	I	3
Experience of working in a complex unionised and political environment, ideally the public sector or ability to demonstrate understanding of and a motivation for public sector values.	A/I	2
Experience of providing high level expert advice and guidance to people managers and colleagues.	A/I	3
Experience of managing a complex workload and conflicting demands	A/I	3
Experience of managing a team and managing people resources.	A/I	2
Demonstrates ability to respond positively to changes in work allocation at short notice, working under pressure and own initiative.	A/I	3
Detailed knowledge of Equalities	A/I	3
Qualification:		
Educated to degree level in a relevant area, such as leadership & management, teaching and learning, organisational development or change management, with evidence of a commitment to continuous professional development.	A	
OR An unrelated degree with evidence of significant experience in the field of organisational development.		
Hold a leadership and management or coaching qualification or have evidenced based experience of coaching individuals to maximise performance.	A/I	
OR Be willing to undertake training within 12 months of undertaking the position.		
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	A/I	3
Awareness of, and commitment to, confidentiality and handling data	A/I	3
Prepared by:	Jacky Matthews	Date: 19/08/24