

JOB ADVERT

Head of Workforce Partnership Council Joint Secretariat

Pay Band / Band Cyflog:	Equivalent to Civil Service Band EB1 £61,090 - £71,475 (Temporary if successful candidate is at Civil Service Band EB2 within Welsh Government)
Location / Lleoliad: Please consider if this post could be undertaken Pan Wales or on a split location basis.	Within the Public Estate footprint in the Cardiff area
Duration of post if temporary / Hyd y swydd os yn dros dro:	2 Years (with possible scope to extend): either <ul style="list-style-type: none">• Secondment; or• appointment made by the original employer Arrangements to be negotiated on appointment
Pattern of Working / Patrwm gwaith:	Full time, but open to candidates who wish to work on a part time job share basis
Closing Date / Dyddiad cau:	<u>Friday 29th June 2018</u>
Contact name and details / Enw a manylion cyswllt:	To be completed by TU/ Employer/ WG

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Purpose of Post / Pwrpas y swydd:
Background <p>The Workforce Partnership Council (WPC) is a tripartite social partnership structure of the Trade Unions/Employers/Welsh Government covering the devolved public services in Wales. Social partnership in Wales is a way of working, a set of behaviours which all partners commit to uphold in supporting our dedicated public service workforce to deliver strong, effective public services. It forms part of the overarching social partnership approach adopted in Wales.</p> <p>The WPC operates in equal partnership between Welsh Government, Employers and Trade Unions – respecting the sovereignty and decision making structure of each partner. The sovereignty, decision making and accountability arrangements differ between the 3 partners and within the partners.</p> <p>Following a recent review of the WPC, a Joint Executive Committee (JEC) has been set-up. Its purpose is to facilitate the work of the WPC, in consultation with representative bodies. The JEC is accountable to the WPC and will be supported by a Joint Secretariat.</p>

The Role

The Head of the Joint Secretariat will lead a small team of 4, drawn from Trade Unions, public sector employers and Welsh Government, to support the work of the Joint Executive Committee on behalf of the tripartite structure. It will be responsible to the JEC for, amongst other things:

- I. standard secretariat functions including agendas, papers and minutes of the WPC Joint Executive Committee and full WPC meetings;
- II. delivery of the work programme agreed by the WPC, including the proactive engagement of interested parties and specialists in relevant sectors, regions or single organisations;
- III. informing the Joint Executive Committee of lead times and mechanisms for securing agreement across the social partners.

The Head of the Joint Secretariat will be accountable to the Joint Executive Committee (JEC) for the activities undertaken by the team. Formal line management arrangements will be dependent on the nature of the appointment (secondment etc).

The post holder will be an experienced leader and collaborator, capable of working across a wide range of stakeholders to deliver a sometimes complex agenda to tight deadlines and high quality. They will have experience of public sector workforce issues, and a highly attuned sensitivity to the environment within which they will be operating,

Key Tasks / Prif dasgau:

- Take direction from and be accountable to the JEC for the delivery of an agreed work programme, including for example the development of a strategic vision for the mobility of staff across the public service in Wales, recognising that the delivery of this programme relies on the wholehearted engagement of social partners.
- Support the drafting of the work programme and co-production of papers for consideration and agreement by the JEC and the WPC.
- Support the WPC to secure and monitor implementation of WPC agreements with partners.
- Develop good working relations across the public sector, Trade Unions and Welsh Government, respecting the tri-partite nature of the work and the specific accountability and governance arrangements for the partners in the WPC.
- Be responsible for the delivery of the programme of work within the Joint Secretariat's purview, to the standards required by the JEC.
- Manage the complex challenges and ensure that the JEC receives specific and appropriate advice to enable it to support partners and the WPC as a whole.
- Lead a small team of staff from across the tripartite agreement

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Welsh Language Requirements / Gofynion Iaith Gymraeg:
Welsh language skills are Desirable

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| Competencies / Cymwyseddau |
| <ol style="list-style-type: none">1. Leading and Communicating - Clarify strategies and plans, communicate purpose and direction with clarity and enthusiasm2. Changing and Improving - Effectively capture, utilise and share customer insight and views from a diverse range of stakeholders to ensure better policy and deliver3. Managing a quality service - Ensure adherence to legal, regulatory and security requirements in service delivery and build diversity and equality considerations into plans4. Delivering at Pace - Maintain effective performance in sometimes challenging circumstances, encouraging others to do the same. |

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| Job Specific Criteria - Please choose 3 criteria / Meini Prawf Penodol i'r Swydd |
| <ol style="list-style-type: none">1 Evidence of leading and empowering a team, to deliver high quality and consistency, in a complex and sometimes challenging environment.2. Confident and resilient in managing complex programmes of work and delivering within agreed timeframes, with experience and understanding of the public service environment.3. Proven ability to work collaboratively with a range of stakeholders to consider the cumulative impact on implementing change. |