

## Role Profile

### Key Information

**Post Title:** Chief People Officer

**Date:** March 2026

**Post Group Number:** 001

**Grade:** 18

**Reports to:** Director of Legal and Governance (Monitoring Officer)

**Service Area:** Human Resources / Organisational Development

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### Purpose of the Post

The Chief People Officer is the Head of Profession for HR and OD within the Combined Authority, providing strategic leadership and expert advice on all people management and organisational development matters.

The postholder will lead the provision of operational delivery of the integrated People Management Service, providing a strategic and customer focused lead to the Combined Authority as appropriate, on a full range of People Management processes, utilising and drawing on both generic and specialist skills from across the service.

The Chief People Officer will oversee and manage the Service Level Agreement (SLA) for operational HR and OD support to ensure the Combined Authority receives responsive, compliant and high-quality services.

Working in close partnership with the Senior Leadership Team, the role will shape and drive the people agenda to support organisational priorities, workforce development and cultural growth within a developing Combined Authority environment.

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### Key Job Specific Accountabilities



**1. Strategic HR Leadership**

Act as the principal HR & OD adviser to Directors and Senior Leaders, providing expert, solutions-focused advice on complex workforce matters, organisational change and strategic people priorities. Provide strategic input to the development, review and monitoring of the Combined Authority' People Strategy, ensuring the priorities and demands from a service perspective are met.

**2. SLA Management and Service Assurance**

Oversee and manage the HR & OD Service Level Agreement, ensuring operational HR services are delivered effectively, meet agreed standards and represent value for money. Act as intelligent client, performance monitor and escalation point for service delivery issues. Lead the development and management of processes to monitor, measure, evaluate and continuously improve the People Management policies, procedures, processes and customer service experience, to enhance Corporate, Directorates and service performance and to ensure alignment and consistency of people management matters across the Combined Authority.

**3. Client & Stakeholder Relationship Management**

Build strong, trusted relationships with senior leaders and managers across the Authority. Act as the primary point of contact for strategic people matters, ensuring services are responsive to organisational needs.

**4. Organisational Development and Change**

Lead and support organisational design, workforce planning, cultural development and transformation initiatives aligned to the Combined Authority's strategic objectives. Attend and contribute to the Corporate Management Team to advise on key operational people management issues, supporting the transformation journey for the Combined Authority.

**5. Policy and Governance**

Lead on the development, review and implementation of HR policies and procedures, ensuring legal compliance, alignment with best practice and suitability for a Combined Authority context.

**6. Workforce Planning and Strategic Contribution**

Contribute to corporate planning processes and support the development of workforce strategies that enable delivery of the Combined Authority's priorities. Advise, support and coach Senior Managers within the Combined Authority on strategic people management issues, translating people related corporate objectives into Directorate or Service specific plans.



## 7. Trade Union and Employee Relations

Lead on strategic employee relations matters, maintaining constructive relationships within a unionised environment and ensuring effective consultation and negotiation processes.

## 8. Corporate and Cross-Functional Working

Work flexibly across professional boundaries to support corporate initiatives, embedding strong people management practice throughout the organisation.

*Annual objectives will be agreed through the appraisal process.*

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### Key Facts and Figures of the Post

- **Budget Responsibilities:** None direct; oversight of SLA performance and value for money
  - **Management Responsibilities:** No direct line management; matrix management and coordination of SLA-provided HR/OD professionals
  - **Other:** Acts as professional HR lead for the Combined Authority
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### Essential Criteria

#### Qualifications

- Degree level qualification or equivalent demonstrable experience
- CIPD membership (Level 7 or equivalent) or substantial equivalent professional experience

#### Knowledge

- In-depth understanding of employment law and relevant legislative frameworks
- Strong knowledge of the local government landscape and challenges facing Combined Authorities
- Understanding of governance arrangements within public sector organisations

#### Experience

- Substantial generalist HR experience at a senior management level.



- Successful direct management experience of leading people management strategic implementation
- Experience managing or overseeing outsourced/shared service HR delivery models
- Substantial experience working within a unionised environment
- Experience supporting organisational change and transformation
- Experience of working with elected politicians
- Experience of partnership working
- Experience of formulating, leading and managing change initiatives

### Expertise

- Proven ability to shape and implement strategic HR and OD initiatives
  - Strong influencing and advisory skills at senior leadership level
  - Ability to balance strategic oversight with hands-on delivery
  - Strong analytical and problem-solving capability
  - Evidence of establishing performance measures and performance management culture
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### Disclosure and Barring Service (DBS) Checks

This post does not require a DBS check.

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### Job Working Circumstances

- **Emotional Demands:** Exposure to sensitive and complex workforce matters
- **Physical Demands:** None specific
- **Working Conditions:** Agile working with office-based presence as required



- **Other Factors:** None

