

Independent Parliamentary Standards Authority (IPSA)
Head of People
Permanent, Full Time Role

£70,000

Location: Flexible working location will be considered

Background:

The Independent Parliamentary Standards Authority (IPSA) is the independent body that regulates and administers the business costs and decides the pay and pensions of the 650 elected Members of Parliament and their staff in the United Kingdom. We were created by the Parliamentary Standards Act 2009, as the world's first independent regulator of MPs' financial remuneration.

IPSA is on a mission! We want to enable MPs to do what really matters by providing an exemplary, seamless regulatory service. We have a compelling strategy and we're intent on transforming IPSA. We're looking for someone truly innovative who can tip traditional HR on its head, create an enviable employer brand and who wants to put IPSA firmly on the map as a public sector leader in the people and culture space.

If you're up for challenging the old school, compliance based checklist approach to HR and you love enabling capability, innovation and value to create an organisation where great people want to work and give their best, then IPSA is the place for you.

Key areas of responsibility include:

- A key member of IPSA's Senior Leadership team with a shared objective to develop and deliver activity aligned to our purpose, strategy, vision and values
- Developing and driving a creative, diverse and inclusive people strategy across the people lifecycle reflective of our vision
- Creating an ultra-desirable IPSA employer brand and a values based approach to recruitment and retention to attract and nurture great people
- Enabling IPSA to achieve its ambitious strategy through growing our people and evolving the workplace culture
- Identifying opportunities to improve IPSA's people practices to create a healthy, positive, values based culture of high performance
- Establishing IPSA as a learning organisation and developing a rich and relevant learning curriculum using a mix of materials, platforms and learning styles
- Actively engaging in an enabling relationship with all across the organisation to enhance personal development, teamwork and continuous improvement
- Creating a rule book that trusts our people and works for everyone

- Create a business decision making framework that encourages sensible judgment and supports timely and value for money decisions in relation to people and resources
- Ensuring rigour around people governance, risks and compliance ensuring regulatory policies and procedures are maintained
- Supporting IPSA's regulatory function, working with colleagues on the provision and maintenance of MPs and MP Staff contracts, terms and conditions and job descriptions

Who we are looking for:

You'll be MCIPD qualified as a minimum; FCIPD qualified is desirable but not essential. You'll be passionate about the IPSA culture, values and brand and firmly believe that our people are the most important factor in our success. You'll have experience of designing and delivering a creative people strategy and workplace culture change.

You'll dazzle people with your boundless energy, and you'll have a positive, disruptive influence on how people think, feel and do. Your outstanding leadership and collaborative approach will build bridges in times of strife and discord and you'll focus people on what's right rather than who's right, common goals rather than differences.

Your proactive approach to breaking down barriers and silos will allow us to overcome anything that gets in the way of achieving our strategic objectives and you'll be politically astute and able to identify potential reputational risk.

Above all, you'll have a great attitude and create space for people development, learning and culture change, empowering people to help shape the IPSA of the future.

You'll be joining a diverse and knowledgeable bunch of people, passionate about making IPSA brilliant and so you'll need to fit right in.

Benefits:

- Generous holiday entitlement
- Season ticket loan
- Access to learning and development
- A culture encouraging inclusion and diversity; with LGBT+, BAME, and Green workplace groups
- Civil Service Pension
- Flexible Working

We are a high-performing organisation that respects diversity and promotes our values through all the work that we do.

How to apply:

We're committed to making IPSA a more diverse and inclusive organisation and we choose to recruit, retain and develop people with a diverse mix of skills and experience. Our inclusive workplace environment welcomes people from all backgrounds and our BAME, Green and LGBT+ networks signal our commitment to celebrate and promote diversity and sustainability.

We've adapted our recruitment process during the pandemic, and we run virtual interviews and a virtual onboarding process. Candidates who want to join our team will need access to a secure WIFI

network and a private space to work from. Successful candidates will be supplied with equipment for virtual onboarding, training and working from home. Our office is located in Central London, but we are looking for people based across the UK with the right to work in the UK, with occasional travel to London required.

Our core values are Staying Connected, Seeing The Bigger Picture, Being Open, Doing The Right Thing and Making A Difference. If you share our values, then we would like to hear from you.

If you are interested in applying for this role, please send your **CV and a covering letter of a maximum of 400 words** to HR@theipsa.org.uk. Please remove any reference to your:

- name and title
- educational institution names
- age and gender
- email address
- postal address and telephone number
- nationality and immigration status

Latest Application: 21st July 2021.

Please ensure that your CV and cover letter **does not contain** any personal details which could identify you. **We may be unable to consider your application if you do not follow the application guidelines above.** When you submit your application via email to our HR team, your name and email address will only be visible to them and *not* those who will conduct the shortlisting. **The HR team will contact you if you have been shortlisted.** If you would like further information or an informal discussion please contact our HR team at HR@theipsa.org.uk

We will be interviewing throughout the application window; We reserve the right to close the advert early depending on the volume of responses. Happy to talk flexible working. By applying you confirm you have the right to work in the UK and [have read our Human Resources privacy notice](#)

Job Description

Job Title:	Head of People	Reports to:	Director, Corporate Services
Directorate:	Corporate Services		
Salary Band:	SLT	Salary Range:	£70,000
No. of Direct Reports:	One	No. of indirect reports	None
Security Clearance:	CTC	IPSA reference:	

Job role	
Job Purpose:	A key role creating and driving the IPSA people strategy across the end to end people journey, reflecting our vision - to enable MPs to focus on what really matters by providing an exemplary, seamless regulatory service. The role holder will encourage capability, innovation and value, providing a helpful and enabling approach to HR and treating employees as adults, consumers and humans. The role plays an important part in the success of the IPSA Transformation Programme as well as business as usual activities and will identify and implement improvements to our people experience and practice.
Job Context	
	The way we work is changing fast and we need to equip the organisation to meet the demands of today and tomorrow. We want to be an organisation that evolves and addresses challenges to continually improve. We're looking for the right capability and mindset to tip traditional HR on its head and create a desirable employer brand, grow our people and make IPSA an organisation that values customers, where people want to work and give their best.

Key areas of responsibility:	
1.	A key member of IPSA's Senior Leadership team with a shared objective to develop and deliver activity aligned to our purpose, strategy, vision and values. The role holder will collaborate, support and challenge other members of the SLT, and take collective responsibility for delivery. The role holder will motivate and inspire IPSA's people to work together to achieve IPSA's goal.
2.	Developing and driving a creative, diverse and inclusive people strategy across the people lifecycle reflective of our vision.
3.	Creating an ultra-desirable IPSA employer brand and a values-based approach to recruitment and retention to attract and nurture great people.
4.	Enabling IPSA to achieve its ambitious strategy through growing our people and evolving the workplace culture.
5.	Identifying opportunities to improve IPSA's people practices to create a healthy, positive, values-based culture of high performance.
6.	Establishing IPSA as a learning organisation and developing a rich and relevant learning curriculum using a mix of materials, platforms and learning styles.

7.	Actively engaging in an enabling relationship with all across the organisation to enhance personal development, teamwork and continuous improvement.
8.	Creating a rule book that trusts our people and works for everyone.
9.	Create a business decision making framework that encourages sensible judgment and supports timely and value for money decisions in relation to people and resources.
10.	Ensuring rigour around people governance, risks and compliance ensuring regulatory policies and procedures are maintained.
11.	Support IPSA's regulatory function, working with colleagues on the provision and maintenance of MPs and MP Staff contracts, terms and conditions and job descriptions.

Financial Management:	Budget responsibility of c.£500k
Management of People:	Management of small team
Decision Making	Makes decisions relating to the organisation's future, prioritisation of activity and people strategy

Person specification	
Education and/or professional qualifications	<p><u>People and Culture knowledge and skills</u></p> <ul style="list-style-type: none"> • A firm belief that our people are the most important factor in our success • Demonstrable knowledge and experience of creative people strategy, workplace culture change and external best practice • Passionate about the IPSA culture and values and ability to create a desirable IPSA brand • High energy and resilience, a strong drive and high commitment • Ambitious to learn and develop and create a learning organisation • Knowledge/experience of public sector ways of working an advantage • Enjoys working in a diverse and changing environment <p><u>Interpersonal and influencing skills</u></p> <ul style="list-style-type: none"> • Gravitas to garner authority and influence across the organisation and with external stakeholders through dedicated and genuine relationship building and showing care for others. • Passionate about people and motivated to create a people strategy and workplace culture to be proud of • Outstanding leadership, collaboration, negotiation and influencing skills with the ability to build bridges in times of strife and discord focusing people on common goals rather than differences • Ability to cultivate trustful working relationships at all levels and to influence how people think and feel about working at IPSA • Excellent written and verbal communication skills with the ability to convey information confidently, clearly and succinctly with individuals at all levels

	<ul style="list-style-type: none"> To use their knowledge of the organisational landscape to influence effectively in the delivery of its strategy and promoting good governance <p><u>Self-management</u></p> <ul style="list-style-type: none"> A proactive and flexible self-starter able to adapt quickly to changing situations and taking the initiative to respond to changing needs and priorities Self-aware, recognising own limits, acting on feedback from others and knowing when to seek support and guidance Demonstrable experience of managing and contributing to projects, and comfortable with working in a project-based, time pressured environment Able to work flexibly to support ad hoc and urgent work across the organisation <p><u>Problem solving</u></p> <ul style="list-style-type: none"> Capacity to deal with complexity and problem solving, a can do attitude and a tolerance of ambiguity A proactive approach to identifying issues that get in the way of achieving our strategic objectives, reacting swiftly and effectively to new and difficult situations, gathering relevant information, asking appropriate questions and taking action Sound decision making and judgement based on fact and data, ensuring that the information available is current, accurate and complete To manage effectively difficult situations, demonstrating political awareness and identifying potential reputational risk Ability to develop and maintain effective relationships with internal and external stakeholders <p><u>Organisational skills</u></p> <ul style="list-style-type: none"> Demonstrate strong organisational skills, effectively managing and organising a wide range of tasks, demands and stakeholders Ability to influence others to create time for people development, cultural and other change
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Technical Competences/job specific competencies		Level
1.	MCIPD qualified	A
2.	Proven experience in HR, People and Culture	A
3.	Negotiation and influencing skills	A
4.	Track record of organisational/cultural landscapes and culture change	A
5.	Creating persuasive initiatives to change behaviour and adopt and embrace different ways of working	A
IPSA Competences		
1.	Working together: Team working, communication	
2.	Managing myself: Taking personal responsibility	
3.	Working to deliver: Achieving results, being accountable	

A=Expert knowledge

B=Enhanced knowledge

C=Competent

Job Level	Job Level Descriptor					
<p style="text-align: center;">SLT</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Knowledge & Skills / Experience</td> </tr> <tr> <td style="text-align: center;">Scope of Responsibility</td> </tr> <tr> <td style="text-align: center;">Autonomy / Decision Making</td> </tr> <tr> <td style="text-align: center;">Resource Management</td> </tr> <tr> <td style="text-align: center;">Interfaces</td> </tr> </table>	Knowledge & Skills / Experience	Scope of Responsibility	Autonomy / Decision Making	Resource Management	Interfaces	<ul style="list-style-type: none"> • Graduate or higher level and relevant professional qualification • Significant relevant experience within operational or functional area • Familiarity with public sector and / or regulatory environment • Broad understanding across operational or functional area and in-depth knowledge in one or two specialist areas • Likely to be the recognised subject matter expert within the organisation for their operational or functional area • Lead responsibility for a core operational area, providing strong leadership of the team and contributing to corporate leadership as part of SMT • Alternatively, has overall responsibility for a central function and is a member of the Senior Team • Will take the lead in developing the strategy for their function or operational area, for review with the relevant Director • Makes a functional/operational contribution to the overall organisation strategy • Will have a high level of day to day autonomy in the management of area of responsibility • Decision-making will be within the strategic framework and based on knowledge of internal policies and procedures as well as wider professional knowledge • Professional judgement is important, although management and/or peer review is available if required • A capacity to deal with complexity and good problem-solving skills and a tolerance of ambiguity are important • Has full management responsibility for a small team and/or possesses matrix management skills to ensure project outcomes
Knowledge & Skills / Experience						
Scope of Responsibility						
Autonomy / Decision Making						
Resource Management						
Interfaces						

	<ul style="list-style-type: none">• Contributes to budget management and setting within area of responsibility, as well as ensuring that programmes/projects are managed within budget• Some sign-off authority within area of responsibility• Diplomacy and tact and the ability to interface at senior levels with key stakeholders and with cross function peers are important qualities• Highly developed verbal and written communication skills and the ability to manage relationships and collaborate effectively both internally and externally• Maintains a high level of personal credibility and ensures the reputation of the organisation is not put at risk.
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