

## Job Description

### General Details

Job title:	Organisational Development Business Partner
Faculty/School/Service:	Human Resources & Organisational Development
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Grade/Salary:	Grade 8
Date Prepared:	June 2021

### Job Purpose

As an integral member of HR&OD senior team, the postholder will work in a partnering capacity with stakeholders taking responsibility for the development, design and implementation of the University's CPD framework to support the achievement of the University's People Strategy.

### Relationships

Reporting to:	Director of Human Resources and Organisational Development
Responsible for:	No staff responsibility
Other Key Relationships:	HR Business Partners Head of Equality, Diversity and Inclusion Deans of School/Directors of Service School and Service management team members

### Main Activities

1. To design and deliver the University's continuous professional development framework to drive and enable a university-wide learning culture, maximising the use of technology to minimise learning gaps.
2. To recommend, design (or assist in the design), implement and deliver a range of contemporary and innovative learning and development interventions designed to drive cultural change, develop cross-University working and maximise performance.
3. To work with and support HR Business Partners and the Head of Equality, Diversity and Inclusion in the production and delivery of School and Service workforce development plans with a strong focus on long-term planning that significantly enhances performance.

4. To work collaboratively with HR Business Partners/Schools and Services and external services to procure, contract and quality assure high quality internal and external suppliers to support personal development; talent management; succession planning and mentoring and coaching. Lead the procurement and quality assurance of all staff skills development activity.
5. To step change leadership capability at every level through the development and implementation of high-quality programmes designed to build competency and capability.
6. To develop and implement an evaluation strategy that measures and monitors the effectiveness of key organisational development and learning activities and their contribution to the University including producing metrics and dashboards to measure training delivery, spend, participation rates and evaluation results and comparisons across constituent groups of the University.
7. To manage the University's Performance and Development (PDR) infrastructure and process.
8. To take the lead on the implementation of the University's employee engagement survey, pulse surveys, managing the collection, analysis and engagement data and supporting the implementation of action plans.
9. To manage the University's apprentice levy to aid learning and development and maximising the levy spend.
10. To oversee the design, ongoing development and implementation of the University's onboarding programme and supporting process.
11. To oversee the management and delivery of the mandatory and bespoke training programmes ensuring up to date and relevant content.
12. As a senior member of HR&OD, work collaboratively with colleagues across the HR function to contribute to the development of HR through active participation in department-wide initiatives, plans, policies, procedures and strategy.
13. Undertake specific one-off activities (including delivery of relevant training) and/or to participate in longer term strategic projects across the University, either taking the lead or acting as a member of a multifunctional team.
14. Carry out such duties as may be required and are commensurate with the grade of the post and its senior role within the University.

### **Special Conditions**

Whilst the post is based at the Stoke Campus, the role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.  
To be committed to working with the University to further improve the carbon footprint/environmental issues.

### **Variation to Job Description**

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### **Conditions of Service**

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

### **Application Procedure**

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to upload a CV and ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.