

Job Description

General Details

| | |
|-------------------------|--|
| Job title: | Head of Organisational Development |
| Faculty/School/Service: | Human Resources & Organisational Development |
| Normal Workbase: | Stoke Campus |
| Tenure: | Permanent |
| Grade/Salary: | Grade 9 (£51,034 - £59,135) |
| Date Prepared: | June 2021 |

Job Purpose

To take the lead in the development of a strategic, contemporary, innovative and proactive Organisational Development Service through the creation, development and promotion of OD activities which are designed to drive cultural transformation, develop cross-University working and maximise performance in support of the University's People Strategy and Towards 2030 Vision.

Relationships

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

Main Activities

1. To lead on the development and delivery of an Organisational Development Plan, ensuring that it is aligned to the strategic direction and ambitions of the University.
2. To lead the design and delivery of 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. In doing so, to 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. Working across Schools and Services, provide expert advice in diagnosing, creating and developing interventions, projects and programmes of work designed to drive and support progressive and sustainable cultural change.
4. To work with and support HR Business Partners and the Head of Equality, Diversity and Inclusion providing professional OD guidance to the development and delivery of School and Service workforce development plans with a strong focus on long-term planning that significantly enhances performance.
5. To lead the procurement, 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.
6. To lead and champion the leadership and management development provision to facilitate the step change in leadership capability at every level through the development and implementation of high-quality programmes designed to build competency and capability.
7. To develop, lead and champion the coaching provision to embed a coaching culture within the University
8. 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.
9. To lead and manage the University's Performance and Development (PDR) infrastructure and process.
10. 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.
11. To lead the University's apprenticeship strategy ensuring maximisation of levy spend.
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

Applications for the role should be made by sending your CV to our retained consultant Basil leRoux at Berwick Partners - basil.leroux@berwickpartners.co.uk

Should you wish to have an initial confidential discussion before applying, please call Basil on 07771 516967