

## Person Specification

### Job Title: Head of Organisational Development

#### School/Service: Human Resources and Organisational Development

*The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.*

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	First degree or equivalent qualification as an indicative level of educational attainment	E	A
2	Significant breadth and depth of experience operating in a large complex organisation and can show specialist expertise and knowledge in organisation development, organisation design, talent and career management and frameworks.	E	A/I
3	Experience in designing organisation-wide culture change programmes based on an expert diagnostic, underpinned by theory and experience, in an inclusive way which builds understanding and capability and demonstrates return on expectation and sustainable change	E	A/I
3	Experienced trainer and facilitator of learning events using contemporary methods of design, delivery and evaluation.	E	A/I
4	Understanding and experience of talent and performance management initiatives including apprenticeships, psychometric instruments, 360-degree feedback tools and development centres.	E	A/I
5	Insightful of people, situations and organisational dynamics	E	I
6	Excellent interpersonal skills demonstrating emotional intelligence with the ability to establish and build positive and highly effective working relationships with senior managers and colleagues across networks.	E	I
7	A credible and influential communicator with good facilitation and presentation skills; demonstrates the ability to engender high levels of trust and positive working relationships with senior colleagues, partners and the team.	E	A/I
8	The ability to produce written reports and presentations, involving the analysis of complex issues, the assessment of the available options and the reasoned recommendations of action.	E	I

9	The ability to assess priorities and to organise operational work and to plan strategic work accordingly, delivering to deadlines.	E	I
10	The ability to coach and empower others, in order that they become more self-sustaining in their management of people issues	E	A/I
11	An inclusive style, including the appreciation and support of team based and collaborative working both within Human Resources and the University and externally	E	I
12	High levels of personal and professional integrity with a positive, motivated, solution based outlook.	E	I
13	Confident using Microsoft Office, Excel and Powerpoint.	E	A/I
14	Membership of CIPD as an indicative professional qualification	D	A
15	Coaching to ILM Level 5 or equivalent	D	A
16	Up-to-date knowledge of the strategic HR landscape and profession, demonstrating continuous relevant personal professional development and taking responsibility for own CPD.	D	I

<b>*Key</b>	
<b>[A] Application form</b>	<b>To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'</b>
<b>[I] Interview</b>	<b>To be assessed during the interview process including selection tests or presentation, as appropriate</b>