



## Role Description

<b>Role title:</b> Head of Organisational Development	<b>Post No:</b> 550395
<b>School or Department:</b> Human Resources	<b>Date created:</b> February 2024
<b>Salary:</b> PM2, £63,702 - £71,052 per annum	<b>Hours per week:</b> 37
<b>Immediate line manager:</b> Associate Director, Organisational Development & Culture	
<b>Title &amp; Grade of posts line managed by postholder:</b> OD Partners; Associate OD Partners	

### 1. Role purpose

- To line manage a strategic, proactive, and highly valued team of OD practitioners in delivering OD and wider HR plans, to build organisational effectiveness and capabilities in support of the University's strategic ambitions.
- To be a role model and lead the ongoing development of an inclusive, high-performance culture, where all colleagues are enabled to do their best work.
- Work with the wider HR team, develop integrated solutions that deliver the Empowering People agenda, people plans and HR/OD initiatives
- Work in partnership with school and departmental leadership teams, provide expert advice and guidance on all OD matters, including effective strategies for creating a high performance and positive working environment
- To lead and grow the development of innovative approaches to organisation development and colleague engagement that underpin our ambition to be a great place to work.

### 2. Impact

#### During your employment with us you'll likely make the following impact

Take responsibility for an area of work and for its outputs.	Lead the Organisational Development operational plans for NTU, engaging across teams to lead delivery of key interventions and initiatives.
Drive improvements to the teams' output/service.	Develop and drive NTU's 'principles and ways' throughout the employee lifecycle and in all Organisational Development interventions

Build relationships across NTU to gain buy in and commitment to the Organisational Development agenda.

Analyse and identify areas of development with regards to Organisational Development and recommend improvements to the Associate Director, Organisational Development & Culture

### 3. Key responsibilities

- Partner with colleagues across the HR function to deliver the HR/OD strategic priorities.
- Through holistic, people-centred approaches, lead the provision of a high quality, strategic, inclusive, and proactive customer focused OD service, within budget.
- Inspire, lead and manage the OD team, supporting the department and broader University in achieving its ambition to be truly inclusive.
- Manage the OD operational delivery plan and contribute to the ongoing development of the OD strategic plan
- Champion our principles and ways and ensure that they are embedded throughout the employee lifecycle and in all OD interventions.
- In partnership with Internal Communications colleagues, work on the development of innovative and impactful approaches to engaging colleagues in support of our strategic ambitions
- Support the development of our organisational leadership and management capabilities in support of the University's strategic ambitions.
- Champion new ways of working across the University in support of the strategy and reflecting the evolving requirements of leadership and ways of working
- Lead the provision of suitable support and tools to enable a sector-leading colleague development experience, in which colleagues are equipped to do their best work and supported to develop their careers.
- Work collaboratively across the HR Team, to develop the strategic talent agenda and deliver strategic talent development programmes in support of the University's strategic ambitions in relation to equality, diversity and inclusion (EDI).
- Act as a trusted consultant, coach and facilitator to the University's Leadership Team on leadership and organisational effectiveness matters.
- Lead the continuous development and promote practice innovation within the OD team by keeping abreast of external innovative and tested practice both in and out of sector, through engagement in relevant Higher Education networks, and within the wider discipline.
- Ensure that interventions are kept under review and are evaluated to measure effectiveness and impact. Implement a review process for all interventions for feedback and review with the HR leadership Team.

### 4. Skills and ability

#### You'll be able to demonstrate the following

- Experience of analysing organisational needs and developing appropriate learning and development frameworks and processes to support these and to facilitate overall organisational development and change.
- Experience of supporting organisational change, influencing with credibility, building strong relationships and networks to deliver through others and getting things done.
- Evidence of having managed and developed high performing, professional teams.
- Relevant training and development in organisational development practices, at degree level or equivalent experience

- Demonstrable experience of delivering effective organisational development interventions that positively impact on organisational wide culture and practice.
- Strong knowledge of the principles, theory and practice of educational and organisational development.
- Strong knowledge and understanding of cultural change and project management interventions, with the relevant insight to make appropriate recommendations to senior leaders and managers.
- Good knowledge and understanding of equality, diversity and inclusion and how to embed this within Organisational Development policy, process and practice.
- Ability to develop and execute a strategic approach to organisational development in conjunction with the senior colleagues within the wider HR team
- Experience of being able to identify, shape and develop emerging talent across a complex organisation
- Demonstrable track record of delivering a range of organisational change programmes and interventions within a high performing organisation.
- Experience of developing and embedding values and behaviours.
- Experience of delivering/managing employee, management and leadership development programmes.
- Line management experience, building a high-performance culture to ensure effective delivery of organisational development interventions.
- Understanding of strategic learning and development interventions to directly support organisational development, leadership and transformation and change
- Excellent oral and written communication skills, including constructive challenge where necessary.

## Personal Attributes

Attributes	Essential	Desirable
<b>Knowledge</b>	<p>Strong OD knowledge and able to apply theories, models towards curation of effective, tailored solutions</p> <p>Knowledge of strategic organisational development approaches as well as Leadership, Change, Talent, Culture, and organisation design good practice</p>	<p>Knowledge of how technology can enhance people approaches, streamline processes and underpin initiatives</p>

	<p>Knowledge of EDI issues and how to embed relevant solutions within organisational development policy, process and practice</p> <p>Keeping knowledge and practice up to date, engaging with professional bodies and external approaches</p> <p>Knowledge of current learning and development approaches and techniques</p>	
<b>Skills</b>	<p>Ability to build strong and influential relationships with stakeholders across defined client groups, establishing yourself as a trusted partner in all people and business issues; adopting a coaching approach where appropriate</p> <p>Ability to role model partnering behaviours to the OD team; supporting development of internal consultancy skills throughout the team</p> <p>Programme and project management skills</p> <p>Ability to prioritise and manage a high workload with the team, to meet delivery deadlines</p> <p>Ability to manage team resourcing and capacity planning</p> <p>Excellent verbal and written communication skills</p> <p>Good facilitation skills</p>	
<b>Experience</b>	<p>Analysing organisational needs through diagnostic and dialogic techniques</p> <p>Leading a diverse team of OD practitioners</p> <p>Experience of supporting organisational change with effective OD interventions</p>	<p>Knowledge of latest best practice and thought leadership across the HR/OD agenda</p>
<b>Qualifications</b>	<p>FCIPD, MCIPD, or equivalent</p>	<p>BPS level A and/or B</p>

**N.B.** The role holder may be required to undertake other duties which may reasonably be required as within the nature of the duties and responsibilities of the role as defined, subject to the proviso that normally any changes of an ongoing nature shall be incorporated into the role description.

## 5. Role competencies

Competency group	Working with others			Focusing on the Future	Delivering Results
	Team working	Customer focus	Communication and influencing	Leading and Coaching	Organisation and delivery
Competency					
Level	4	3	4	3	4
Descriptor	Recognises and develops opportunities for team working at cross-University level, driving improvements to the teams' outputs/service and developing colleagues within the teams.	Provides a quality service that is regularly reviewed. Anticipates customer needs. Actively seeks feedback on services from customers and makes appropriate changes to service and to underpinning policy/strategy.	Communicates and negotiates effectively with a range of stakeholders on complex matters which have future implications for the success of the University. Alert to internal and external dynamics of the organisation. Incorporates wider political factors into influencing strategy	Takes responsibility for an area of work and for its outputs. Makes time to get to know people and motivate them. Regularly reviews performance of self and others.	Adopts a long-term view and plans team resources accordingly. Manages the OD operational plan and contributes to the development of the OD Strategic Plan and associated resourcing

Job Description and Person Specification created by: Associate Director, OD & Culture, February 2024