

Assistant Director of Organisational Development and Learning JD, Band 8b/c

JOB TITLE:	Assistant Director of ODL
BAND:	AFC 8 (B/C)
BASE:	XX
RESPONSIBLE TO:	Director of Workforce and OD
ACCOUNTABLE TO:	Director of Workforce and OD
RESPONSIBLE FOR:	Provision of OD, L&D services

JOB SUMMARY

Working to the Director of Workforce and Organisation Development the post holder will have lead responsibility for the design, delivery and sustainability of Organisational Development and Learning (ODL) services that are strategically aligned to organisational priorities.

A key feature of the role is to introduce, lead and evaluate the delivery of a robust ODL programmes that continuously improve organisational performance and cultural transformation through the use of leading edge OD practices and interventions.

The post holder will lead the design, integration and delivery of the Trust's OD, Engagement, Learning and Education, Leadership Development and Talent Management strategies to ensure delivery of system wide strategic priorities.

As a member of the Workforce Senior Leadership Team, the post holder will contribute towards the development and implementation of the Trust's Workforce Strategy and associated delivery plan and responsible for achieving results against this plan.

Key Relationships:

- Executive Directors
- Non executive Directors and Chair
- Director of Medical Education
- Senior HR Team
- Direct Reports
- Senior Clinicians and Managers
- Staff Representatives and Professional Bodies
- Council of Governors
- Local, regional and national networks
- The wider NHS
- External Consultants and partners

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- Education Providers
- Leadership Academy
- Commissioners

SPECIFIC DUTIES AND MAIN RESPONSIBILITIES

The post holder will be accountable for:

Leading and evaluating the programme of cultural transformation through the use of leading edge OD practices aligned to the Trust's strategic priorities.

Building system wide leadership capacity and capability across the organisation.

Aligning the behavioural elements of staff engagement mindset and inspirational leadership with organisational priorities.

Leading the development, coordination and delivery of the Trust's Organisational Development strategy.

Leading the development and coordination of the education strategy with a range of internal and external stakeholders to support educational commissioning and governance.

Developing and overseeing a Talent Management framework and process aligned to the strategic priorities.

Providing associated OD and Learning expertise and services to support and develop on-going development of the workforce planning and redesign processes.

DUTIES AND KEY RESPONSIBILITIES

1. Organisational Development and Leadership

1.1 Continually develop the OD elements of the Workforce strategy and establish systems to co-ordinate the successful delivery of the OD plan including communications and performance reporting.

1.2 Provide the Trust with specialist expertise in OD keeping abreast of and leading research and development in the area of OD to enhance Trust activities in this field.

1.3 Provide specialist internal OD consultancy to influence the successful uptake of cultural transformation using distributed leadership as a vehicle to work with senior managers and business units/groups.

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- 1.4 Undertake organisational diagnostic/assessments/surveys to identify issues that affect the cultural health and performance and address these through timely, high impact interventions.
- 1.5 Lead and facilitate the Trust's response to national and local surveys (i.e. the annual NHS Staff Survey, IIP, Friends and Family test, local 'temperature checks' and drive forward action plans including culture change where required.
- 1.6 Contribute towards the review of system wide organisational policies and guidelines in order to integrate the values into organisational life.
- 1.7 Work with the Innovation team in the design and delivery of the Trust's strategic service transformation programmes.
- 1.8 Develop and implement a Leadership and Management Development Strategy and associated programmes to build capabilities and capacity of clinical and clinical leaders and managers across the Trust at all levels and accelerate cultural transformation.
- 1.9 Develop and implement a Talent Management Strategy and plan including appraisals and succession planning.
- 1.10 Take a lead role in the organisational development aspects of restructuring, reorganisation and other programmes of change and reconfiguration within the Trust.
- 1.11 Design and commission high impact OD interventions including team and leadership development, workshops, seminars and master classes.
- 1.12 Design an evaluation framework for OD and Learning and Education activity to measure impact and value.
- 1.13 Implement team development, coaching and mentoring programmes aligned to strategic priorities in order to support organisational effectiveness and productivity.
- 1.14 Promote and further develop strategic alliances with external organisations in health and other sectors, establishing and strengthening links for the benefit of successful partnership working.

2. Workforce Learning and Development

- 2.1 Regularly review the system wide education & training requirements of the Trust and ensure the development of strategies and interventions to meet those needs.
- 2.2 Lead the development and implementation of the Trust's Education Strategy, working closely with internal and external stakeholders to ensure effective governance and commissioning.
- 2.3 Provide leadership, expert advice and support in the commissioning of external

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OD/training consultancy providers.

2.4 Develop and champion robust mechanisms to ensure learning and good practice is captured and embedded.

2.5 Lead the development of the Trust's Skills Academy and associated regeneration activities including generation of income to support the Trust's internal training & education plan.

2.6 Work with the Associate Director of HR to identify potential solutions to gaps in workforce supply and demand and develop strategies to address these including role redesign.

2.7 Promote the continued use of the widening participation agenda for bands 1 to 4, and other initiatives in order to support quality, safety and service delivery changes and challenges and career development.

2.8 Ensure the implementation of interventions to deliver the annual learning plan including the development and implementation of the Trust's Learning and Education, Induction and Statutory and Mandatory Training policies.

3. Leadership and Management

3.1 As part of the HR senior team to provide strong visible leadership and support within the Workforce Directorate to ensure that individual contributions are maximised and development needs are met whilst ensuring a truly integrated HR service.

3.2 Develop the internal consultancy skills of the wider HR team, including the OD Practitioners, HR Business Partners in order that the organisational development function is sustainable and flexible.

3.3 Provide effective leadership to the Organisational Development, and Learning and Development project teams including oversight and appropriate delegation of recruitment and selection, discipline and grievance handling, attendance management, planning and prioritising the work of the department etc.

3.4 Promote and reinforce effective working within the teams and between the teams and other internal partners by demonstrating effective leadership behaviours in line with Trust values.

3.5 Ensure staff understand and meet agreed objectives and performance standards through the appraisal process and the development of associated team competency development plans.

3.6 Ensure that projects are delivered within the available resources and to the agreed timescales, providing regular reports and raising significant problems/issues in a timely manner so that early, remedial action can be taken.

3.7 Effectively manage delegated budgets, physical assets and other resources.

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4. Personal Professional Development

4.1 Take every reasonable opportunity to maintain and improve self-development including professional knowledge and competence.

4.2 To participate in personal objective setting and review, including the development of a Personal Development Plan (PDP).

5 Other

5.1 The post holder will participate in the duty director on-call rota.

5.2 This job description is an outline and account of the main duties. Any changes will be discussed with the post holder in advance but will also be reviewed regularly to take into account changes and developments in service requirements.

5.3 You may be required to work at other locations within the Trust as determined by the duties of your post.

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GENERAL REQUIREMENTS

1. Quality

Each member of staff is required to ensure that:

- a) The patient and customer is always put first
- b) That in all issues, the patient/customer requirements are met and all staff contribute fully to achieving the Trust corporate goals and objectives.

2. Confidentiality

Each member of staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust's Disciplinary Procedure and may result in dismissal.

3. Health and Safety

Each member of staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation, guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

4. External Interests

Each member of staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict of interest.

5. Mandatory Training

Each member of staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

6. Flexibility

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the Trust to achieve its corporate goals and objectives.

7. Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share its commitment.

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Assistant Director (Organisational Development and Learning)

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Demonstrable experience developing organisations at a senior level • Experience of NHS policy, particularly related to OD, Engagement and Leadership • Experience of leading large scale organisational change and setting expectations • Evidence of the successful development and implementation of cultural change to drive organisational performance • Demonstrate commitment to and experience of partnership working • Working with key OD, leadership and training stakeholders • Commissioning of OD, leadership and healthcare related development programmes 	<ul style="list-style-type: none"> • Previous experience within the NHS • Experience of NHS large scale change programmes • Implementation of NHS leadership qualities frameworks • Developing coaching strategies
Qualifications	<ul style="list-style-type: none"> • Educated to MCIPD or relevant masters level qualification • Evidence of commitment to CPD • Management qualification or equivalent experience 	<ul style="list-style-type: none"> • Recognised OD qualification • Occupational/Psychometric testing qualification • LQF 360 feedback facilitator
Skills and knowledge	<ul style="list-style-type: none"> • Ability to innovate and be creative • Specialist OD knowledge of a range of OD tools and techniques Facilitative leadership skills • Demonstrable experience of collaborative working and ability to influence transformational change • Extensive experience of designing and implementing ODL strategy and associated programmes • A thorough understanding of national NHS strategy and policy • Strong analytical ability 	

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	<ul style="list-style-type: none"> • Articulate and persuasive communicator with excellent interpersonal skills • Understanding of and the ability to develop and use workforce and management information • Excellent presentation and report writing skills • Ability to balance and manage conflicting priorities • Ability to challenge ways of working • Strategic approach to problem solving 	
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Self confident, self motivated and innovative • Exhibits drive and enthusiasm for success and change • Demonstrates initiative/ability to work independently and seize opportunities to act • Combines leadership qualities with the ability to be an excellent team player • Open and supportive leadership style • Builds personal and professional credibility • Combines optimism with realism • Flexible and adaptive style with a willingness to commit to achieving results • Aware of own limitations 	