

Organisational Development Consultant JD, Band 8b

**JOB TITLE:** OD Consultant  
**BAND:** AFC 8b  
**BASE:** XX  
**RESPONSIBLE TO:** Director of L&D and OD  
**ACCOUNTABLE TO:** Director of L&D and OD

## **JOB SUMMARY**

To provide specialist OD consultancy expertise and support to the Director of OD and Learning and the organisation to ensure the achievement of the organisational vision through the OD strategy.

To work closely with key stakeholders to provide expert OD and L&D advice, support and facilitation to ensure delivery against the OD strategy. This post will have lead responsibility for planning, design, delivery and evaluation of a range of organisational development and learning interventions outlined in the OD implementation plan and L&D annual plans.

The postholder will work as a key member of the senior team for Organisational Learning and Development .

## **DUTIES AND KEY RESPONSIBILITIES**

### **1. Ongoing Development and Implementation of Strategy**

1.1 To contribute to the Organisational Development strategy and its on-going development, implementation and evaluation.

1.2 To work in partnership with senior leaders contributing to the achievement of their service OD agendas and strategies.

1.3 To develop functional strategies for the OD and L&D services.

### **2. Specialist OD consultancy advice, support and facilitation**

2.1 Providing specialist consultancy advice and facilitation to understand, shape & meet service's OD needs. To define strategies & plans to meet these needs that contribute to organisational effectiveness.

Organisational Development Consultant JD, Band 8b

2.2 Provide timely delivery of aligned and consistent specialist OD consultancy advice, supports and facilitation that support the accomplishment of corporate, service line and team objectives.

2.3 Act as the organisation's specialist advisor to advise on legislative and national/regional/corporate agenda change implications to medium and long term OD planning.

2.4 Provides senior leaders with guidance and support on organisational change and effectiveness, to identify their change requirements, and to encourage continuous improvement from an OD perspective. To provide constructive challenge by working collaboratively with senior leaders and will, if necessary, challenge the status quo to produce improvement.

2.5 To carry out organisational diagnostics and analyses to identify critical business drivers, OD related change needs and opportunities, and designing appropriate OD support interventions.

2.6 To work collaboratively with leaders to support the identification of issues and OD themes throughout the organisation and maintain a deep understanding of corporate service line needs.

2.7 To oversee the design, facilitation and evaluation of OD interventions including large events, team, group and individual interventions to support business objectives.

2.8 To provide input on best practice, undertaking horizon scanning and bench marking.

### **3. Partnering with others**

3.1 Establish effective partnering arrangements with senior leaders and clinicians to ensure open and continuous dialogue that promotes understanding of the business needs and priorities in the context of OD.

3.2 To working with a wide range of internal and external stakeholders to clearly understand national, local and organisational drivers and OD priorities.

3.3 To establish a network of internal associates and partners managing their contribution against agreed outcomes and their development and support.

3.4 Establish and manage networks/project group to create and maintain engagement of stakeholders in current approaches and long and medium term planning.

3.5 To work closely with HR to ensure OD strategies are underpinned and linked to workforce planning and HR strategies to meet current and future staffing requirements.

3.6 Contribute to the regional and national agenda education and learning agenda. Including specialist input into the regional commissioning of education and training for professional roles and influence the commissioning of post registration activity.

Organisational Development Consultant JD, Band 8b

#### **4. Business Planning**

- 4.1 To work strategically with senior leaders to develop an OD and L&D annual plan that anticipates and responds to organisational changes.
- 4.2 To lead the implementation and evaluation of the business plan for the L&D and OD service lines
- 4.3 To lead and manage the work plan and all work streams for L&D and OD. This will include capacity planning, project management against agreed timescales and outcomes, and overseeing the work of all contributors to the plan.
- 4.4 To lead the Organisational Development and Learning & Development service lines; providing specialist advice and leadership.
- 4.5 To ensure all actions and interventions in the business plan are agreed using sustainable methodologies with metrics to measure outcomes. Establish processes to monitor and evaluate effectiveness of OD and L&D interventions and the contribution to organisational success.
- 4.6 To evaluate the outcomes from the annual business plan for OD and L&D.

#### **5 Projects**

- 5.1 Oversee and lead the delivery of specific OD and learning projects and programmes, ensuring their professional contracting and successful completion and delivery.
- 5.2 To carry and lead a portfolio of agreed projects to meet Organisational Development and Learning & Development priorities
- 5.3 Contributing to other projects and tasks requiring an OD input and leading or contributing to inter-departmental projects and working groups as required
- 5.4 Supporting effective project delivery by leading and/or contributing to project groups and planning meetings

#### **6 People Management**

- 6.1 To provide leadership, vision, direction and management to team members for the OD and L&D service lines
- 6.2 Manage the team in respect of performance management and professional development.
- 6.3 Ensure team members understand their personal contribution to the organisational objectives

Organisational Development Consultant JD, Band 8b

6.4 To ensure the team develops professionally in their roles and provide a high quality, continuously improving and customer focused service through the provision of annual appraisals and personal development plans and effective performance and attendance management as appropriate

## **7 Service Line Management**

7.1 To be the budget holder and accountable for the service budget. To manage, monitor and plan the effective use of the OD and L&D service line budgets

7.2 To undertake evaluations of interventions to assess the 'return on investment' and take appropriate actions to maintain an effective and efficient business approach.

7.3 Defining evaluation benchmarks and impact assessment measures and ensuring that recommended interventions optimize these performance indicators.

7.4 Agree, set and oversee the measurement of quality standards for the provision of Learning & Development and OD activity.

7.5 Ensure that the Learning & Development provision meets local and national targets and objectives and that evidence is documented.

## **8 Deputise for Director of OD and Learning**

8.1 To support the Director of OD and Learning by deputising and attending meetings as agreed

8.2 To support the Director of OD and Learning in projects and work streams.

## **9 Managing Self**

9.1 Continuously improving own knowledge of OD practice, benchmarking, knowledge management, and technology

9.2 Continuously developing understanding of the business operations of the directorates, and the needs of all customer groups

9.3 Engaging with external professional bodies and networks to ensure advice to the organisation are current in all aspects of OD practice

Organisational Development Consultant JD, Band 8b

## Organisational Development Consultant

### Person Specification

	Essential
Experience	<ul style="list-style-type: none"> <li>• Demonstrable strategic experience of OD at a senior manager level in an organisation of relevant scale and complexity.</li> <li>• Detailed understanding of the principles of strategic change management and ability to demonstrate a successful track record of organisational change.</li> <li>• Evidence of success in leading and implementing transformational change within a large and complex division, including service and workforce redesign.</li> <li>• Experience and evidence of leading successful Organisational Development initiatives to deliver Trust goals and objectives.</li> <li>• Demonstrable experience in managing budgets and departmental resources.</li> <li>• Demonstrable success in building, leading, motivating and developing multi-disciplinary teams and as a highly effective people manager.</li> <li>• Up to date knowledge of HR and OD issues from a best practice perspective.</li> <li>• Excellent verbal communication, influencing, collaboration and negotiating skills.</li> <li>• The ability to work as a team member, both within teams internally and as an accomplished participant in cross-agency teams.</li> <li>• The ability to work with senior management, clinical colleagues and other staff, to make sound judgments and respond positively to a rapidly changing environment.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• High level of general education to masters level in OD or equivalent experience.</li> <li>• Evidence of CPD</li> <li>• Member status of the Chartered Institute of Personnel and Development or equivalent professional, accredited, recognised body</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Partnership working and working knowledge of the National Strategies and other supporting initiatives</li> <li>• Innovative thinking and the ability to explore imaginative ways of optimising use of resources.</li> <li>• Flexibility and adaptability to accommodation changes to role and responsibilities as the management structure develops further</li> <li>• An understanding of the national NHS agenda and the OD contribution</li> <li>• Ability to recognise discrimination in all its forms and put equal opportunities policy into practice</li> <li>• Excellent verbal and written communications skills and ability to prepare and present concise reports</li> <li>• The ability to work under pressure and to deadlines</li> <li>• Able to manage time and self effectively and meet strict deadlines.</li> <li>• Ability to solve problems and work on own initiative.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Ability to think creatively and respond positively in a constantly changing environment.</li> </ul>

Organisational Development Consultant JD, Band 8b

	<ul style="list-style-type: none"><li>• Excellent inter-personal skills.</li><li>• Ability to motivate self and others.</li><li>• Effective team member.</li></ul>
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