

OD Manager JD, Not banded

**JOB TITLE:** Organisational Development Manager  
**BAND:** TBA  
**BASE:** XX  
**RESPONSIBLE TO:** Associate Director, Education and Development  
**ACCOUNTABLE TO:** Associate Director, Education and Development

## **JOB SUMMARY**

The Organisational Development Manager is a strategic and largely self-managing role, leading on all matters of organisational development in the Trust.

Using their extensive knowledge and experience in this specialist area, the post holder will interpret Trust strategy into the Workforce strategy generally, with particular emphasis on organisational development.

The post holder will lead on the Trust's leadership and management development strategy internally and will represent the Trust in organisational development externally and deputise for the Associate Director, Education and Development as and when required.

## **DUTIES AND KEY RESPONSIBILITIES**

### **1. Strategy Development**

1.1 Lead on and manage the leadership development strategy and in conjunction with other partner organisations, align and develop mutual strategies going forward.

1.2 Design, commission and manage delivery of staff development programmes which are aligned with the Trust's business and strategic objectives and address assessed skills gaps in terms of future skills and competency requirements.

1.3 Horizon scanning and research to identify best organisational, leadership and management development practice to inform strategy and programme development.

1.4 Leading on the Trust's internal management coaching and mentoring services and working with other stakeholders to make available external coaching and mentoring expertise and links. Lead on the delivery of performance management coaching programmes to meet Trust managers' and supervisors' development needs, liaising with internal and external partners and ensuring programmes are evaluated appropriately.

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1.5 Equality and Diversity (E&D) lead on workforce transformation, working with divisional teams to identify skills and competencies required to deliver patient pathways, identify whether new roles are required, design and ensure provision of relevant training and selecting the most appropriate means of delivery.

## **2. Development and Delivery of Education & Training Programmes**

2.1 Programme Manager for the continuing roll-out of IT programmes including the National Learning Management System (NLMS), OLM e-Learning functionality and Electronic Staff Record (ESR) Manager Self Service, acting as project manager for each and providing expert guidance and oversight, including representing the Trust at external meetings and networks.

2.2 Lead on business evaluation of E-KSF and ESR talent management programmes, analysing functionality for each and providing a cost-benefit analysis-based opinion on the preferred option for the Trust.

2.3 Lead on specific E&D and Workforce projects and change initiatives to support strategy delivery, working with divisional leads and managers to ensure effective and timely implementation, e.g. Trust-wide roll-out of ESR Self Service, including project planning, identifying resource implications, potential benefits and relevant KPIs.

2.4 E&D lead and liaison for cultural diversity in the Trust, working with and providing expert guidance to the three main workgroups and advising on the development of appropriate programmes.

2.5 Lead on the Values programme for Workforce, working with the Change Team and Trust managers to implement a training programme that supports the Trust's objectives.

## **3. Finance and Resource Management**

3.1 Manage resources with specific responsibility for development programme budgets as agreed with the Associate Director and in line with standing financial instructions.

3.2 Maximise Trust resources for organisational and related development programmes to deliver the Workforce Development strategy and vision appropriately, maintaining a strategic overview of all developmental projects and work streams and alignment with partner organisations.

3.3 Identify, select and manage appropriate external delivery partners and suppliers, creating contract specifications and evaluation matrices to ensure programme delivery meets Trust expectation, tender specifications and contractual obligations.

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#### **4. Staff Management**

4.1 Overall management and direction of the Training Co-ordination & Administration team, comprising of Band 3–5 staff and an apprentice, and ensuring that the team is fully resourced and Education & Development is appropriately supported.

#### **GENERAL RESPONSIBILITIES**

- a) The post holder has a general duty of care for their own health, safety and wellbeing and that of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.
- b) To observe the rules, policies, procedures and standards of the Trust together with all relevant statutory and professional obligations.
- c) To observe and maintain strict confidentiality of personal information relating to patients and staff.
- d) To be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues.

This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.

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## Organisational Development (OD) Manager

### Person Specification

Factors	Essential	Desirable
<b>Qualifications</b>	Primary Degree Post Graduate Diploma or Post Graduate CIPD qualification Masters level qualification	Recognised Management Qualification or Healthcare Qualification
<b>Experience</b>	Demonstrable experience of:- <ul style="list-style-type: none"> <li>• Working in the NHS or a large organisation</li> <li>• Leading and Managing people</li> <li>• Managing and developing effective teams</li> <li>• Budget/Financial control</li> <li>• Performance management</li> <li>• Working with senior teams</li> <li>• Devising programmes specifically to aid in team development</li> <li>• Facilitation and delivery of training programmes</li> <li>• Evaluating programmes</li> <li>• Data analysis and report writing</li> </ul>	Healthcare Professional
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An expert level of knowledge in leadership &amp; management development issues generally and in relation to NHS policy, and best practice</li> <li>• Analytical and strategic visioning skills to support analysis of complex training and organisational development solutions where no precedent exists</li> <li>• Up to date knowledge of key current issues in leadership &amp; management development and in local, regional and national networks and issues outside the organisation and how these impact on the Trust</li> <li>• Excellent written and oral communication skills</li> <li>• Excellent numerical, verbal and critical reasoning</li> <li>• Ability to motivate colleagues and staff</li> <li>• Excellent organizational skills with the</li> </ul>	

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	<p>ability to respond effectively to multiple priorities</p> <ul style="list-style-type: none"> <li>• Experience of dealing positively with organisational politics</li> <li>• Effective negotiation and influencing skills</li> <li>• Able to take the lead and facilitate new initiatives/change</li> <li>• Able to deal with conflict proactively</li> <li>• Able to provide and receive highly complex, sensitive or contentious information</li> <li>• Goal oriented and delivery focused ensuring agreed outcomes are delivered</li> </ul>	
<p><b>Skills / Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Team player, flexible and responsive to the needs of colleagues</li> <li>• Proactive and enthusiastic</li> <li>• Self-motivated</li> <li>• Commitment to improving equal opportunities and managing diversity in the workplace</li> <li>• Well-developed IT skills (e.g. Microsoft office package, email systems)</li> <li>• Ability to establish strong working relationships</li> </ul>	