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| **JOB DESCRIPTION** |
| **Job Title**: **HEAD OF ORGANISATIONAL DEVELOPMENT**  **Accountable to**: Associate Director People Strategy  **Contract Length**: Permanent **Hours per week**: 37 **Weeks per year:** 52  **Salary**: c. £ 60,000 **Grade**: 7  **College/Service**: Operations and External Affairs **Location**: Any UAL London Location |
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| **Purpose of the Role** |
| Responsible for designing, development and implementing UAL’s Organisational Development (OD) strategy ensuring alignment to UAL’s vision and strategic objectives; collaborating with HR colleagues and other key stakeholders to help shape and develop UAL’s culture and employee engagement at all levels. |
| **Key Responsibilities** |
| * Lead the Organisational Development function, developing innovative ways of effective working within a complex, multi-stakeholder environment. * Work collaboratively with the Associate Director People Strategy and the Head of Equality, Diversity and Inclusion to embed contemporary OD approaches and inclusive practices in all people related programmes. * Develop and implement a strategic workforce plan, utilising appropriate planning methodologies and forecasting workforce requirements based upon operational requirements and organisational changes. * Build leadership and management capability across the University, using high quality, innovative leadership development interventions, *e.g. coaching, action learning, psychometrics, 360o.* * Design and implement a systematic, talent management and succession planning strategy, engaging with key stakeholders to deliver in a timely way. * Develop and implement an effective on-boarding and induction programme that meets the changing needs of new employees within a fast evolving operational environment, and ensures they are able to settle into their roles and become productive contributors as soon as possible. * Oversee the management of Future Paths (apprenticeship scheme) and Ambitious Futures (graduate scheme) and other talent pipelines. * Ensure the embedding of Academic Career Pathways in UAL’s talent management strategy. * Lead on employee engagement, ensuring regular staff feedback, analysis, action planning and communications are managed effectively and in a timely manner. * Design and deliver a learning and development programme strategy; developing employees at all levels and aligning learning to career development, talent management and succession planning. * Ensure continuous improvement of OD projects and processes. * Provide effective leadership of team resources and budget. |
| **Key Relationships/Stakeholders** |
| * Colleagues within the HR department * Pro-Vice-Chancellors * Head(s) / Director(s) of Service * Director(s) of College Administration * Director(s) of Change * Deans * Managers * External and internal partners including Trade Unions locally and nationally |
| **Specific Management Responsibilities:** **Budgets**: The role has significant budget management responsibilities  **Staff**: Significant task and topic leadership responsibility both within HR and across the University.  **Other** *(e.g. accommodation; equipment):* N/A |

**Job Title: Interim Head of Organisational Development Grade: 7**

**(Qualities are essential unless shown as Desirable)**

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| Person Specification | |
| Specialist Knowledge/Qualifications | Able to demonstrate up to date knowledge of theory and good practice in key areas:  - Organisation development particularly around theories of organisational change and developing organisational culture.  - Learning & Development, particularly management development and talent management.  Solid understanding of strategic workforce planning and evidence of utilising appropriate planning methodologies.  Deep and broad knowledge of talent management and succession planning approaches.  Solid understanding of diversity and inclusion approaches and practices and how they contribute to organisational development  An OD or HR qualification.  Membership of the CIPD (Desirable).  Psychometrics Practitioner (Desirable) |
| Relevant Experience | Significant experience working as an OD specialist or as an HR generalist with an OD focus.  Track record in delivering successful OD projects and supporting major organisational change including in driving the employee engagement agenda.  Familiarity with continuous improvement methodologies and the ability to act as a change agent.  Experience of developing effective professional relationships with key stakeholders. |
| Communication Skills | Communicates technical or specialist ideas or information persuasively adapting the style and message to a diverse audience in an inclusive and accessible way. |
| Leadership and Management | Motivates and leads a team effectively setting clear objectives to manage performance. |
| Planning and managing resources | Effectively plans and manages operational activities or large projects to achieve long term objectives. |
| Teamwork | Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration. |
| Student experience or customer service | Makes a significant contribution to improving the customer experience to promote an inclusive environment for students, colleagues or customers. |
| Creativity, Innovation and Problem Solving | Identifies innovative solutions to problems to bring a wider benefit to the organisation. |

**Last updated: January 2018**