

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

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, 360°*.
- 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

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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

Person Specification	
Specialist Knowledge/Qualifications	<p>Able to demonstrate up to date knowledge of theory and good practice in key areas:</p> <ul style="list-style-type: none"> - Organisation development particularly around theories of organisational change and developing organisational culture. - Learning & Development, particularly management development and talent management. <p>Solid understanding of strategic workforce planning and evidence of utilising appropriate planning methodologies.</p> <p>Deep and broad knowledge of talent management and succession planning approaches.</p> <p>Solid understanding of diversity and inclusion approaches and practices and how they contribute to organisational development</p> <p>An OD or HR qualification.</p> <p>Membership of the CIPD (Desirable).</p> <p>Psychometrics Practitioner (Desirable)</p>
Relevant Experience	<p>Significant experience working as an OD specialist or as an HR generalist with an OD focus.</p> <p>Track record in delivering successful OD projects and supporting major organisational change including in driving the employee engagement agenda.</p> <p>Familiarity with continuous improvement methodologies and the ability to act as a change agent.</p> <p>Experience of developing effective professional relationships with key stakeholders.</p>
Communication Skills	<p>Communicates technical or specialist ideas or information persuasively adapting the style and message to a diverse audience in an inclusive and accessible way.</p>
Leadership and Management	<p>Motivates and leads a team effectively setting clear objectives to manage performance.</p>
Planning and managing resources	<p>Effectively plans and manages operational activities or large projects to achieve long term objectives.</p>
Teamwork	<p>Builds effective teams, networks or communities of</p>

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	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