

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Head of Organisational Development

## **Department**

Human Resources

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0223-20

## **Salary**

£55,610 to £73,006 per annum

## **Reports To**

Director of Human Resources

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

This role is a lead change agent and driver of cultural change for the university. This post is responsible for developing and driving the implementation of the corporate organisational development strategy, from strategic development right through to delivery. The role holder will develop and implement strategies that lead to a significant and substantial improvement in the university’s performance.

This role exists to lead and oversee the corporate individual and organisational development offer to ensure alignment with corporate priorities and visionary best practice. The role holder will work across the university to provide institutional level guidance and support to senior managers. The role holder will translate corporate priorities into projects, policies and initiatives, which they will then lead through to implementation.

## **Principal Accountabilities**

1. To shape, steer and deliver Organisational Development strategies that enable the achievement of the university’s strategic aims and objectives.
2. To provide a comprehensive and congruent development offer to the university to satisfy general as well as specific academic requirements in relation to teaching, research and income generation activity.
3. To monitor and review OD processes and activities to ensure alignment and relevance to corporate aims as well as to comply with corporate reporting cycles.
4. Lead cultural change programmes designed to ensure that services are developed and delivered in accordance with the strategic aims and values of the university.
5. Act as the university’s ‘environmental scanner’ to provide innovative and proactive advice and solutions to senior management teams on all organisational development matters and the effective management of change.
6. Develop leadership and core competency capacity and capability at all levels of the organisation for individual staff, teams and management groups.
7. To initiate, develop and implement major new initiatives working in partnership with colleagues within the directorate, Colleges/Directorates or the Vice Chancellor’s Executive and Performance & Governance Board in areas such as workforce development planning and performance management.
8. Lead the transition of the university to a Learning Organisation.
9. Develop improvement strategies that anticipate and respond to the changing HE landscape, particularly the commercialisation of education.
10. To deputise for the Director of Human Resources.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Masters or equivalent professional qualification in HR or a relevant management subject, or equivalent demonstrable experience.

#### **Experience**

* Evidence of having successfully delivered corporate change and improvement activity in a complex organisation.
* Significant experience in staff development, sufficient to oversee a corporate development plan as part of strategic workforce planning and sufficient to coach, mentor and train the team and fellow managers as appropriate.
* Budget and resources management.
* Experience of advancing equality, diversity and inclusion outcomes for staff/stakeholders.
* An experienced line manager who has operated as part of a senior team.
* Experience of leading / developing OD and Development Strategies with personal expertise and experience in organisational design and/or leading business process improvement activity.
* Experience of developing positive relationships with relevant stakeholders (governors, managers, unions, employees, partners etc).

#### **Skills, knowledge & abilities**

* Excellent knowledge of Organisational Development (not only learning and development) and change theories with experience of application in previous experience.
* Networked internally and externally so that knowledge is constantly growing / being refreshed.
* Digitally literate, with demonstrable experience of leading projects with I.T. deliverables in an HR and corporate context.
* A positive, inclusive and collegial leadership style, and the ability to inspire, motivate and develop others to achieve results.
* Demonstrable ability to lead, motivate, performance manage, guide and appraise a group of professional staff.
* A high level of impact and influence on a local and corporate level.
* A leader of change and able to encourage, instill confidence and inspire others.
* Strong and confident oral communicator with both an engaging speaking style and the ability to brief, present and train.
* Ability to receive, understand and convey ideas and information clearly and accurately which may at times be complex, highly detailed, technical or specialist, both in written and verbal form and prepare reports and project briefs.
* Skills and experience in coaching and mentoring.
* Drive, delivery focused and a completer finisher.
* Commitment to organisational excellence and continuous improvement.
* Strong project management experience with impact at an organisational level.
* Strong organisational skills with demonstrable impact.
* Ability to think strategically and to translate into operational plans and objectives.
* Able to provide a service to a diverse range of people to promote good relations and equality.
* Understand confidentiality and the requirements of the General Data Protection Regulations.

### **Desirable Criteria**

#### **Qualifications**

* Qualified Prince or Managing Successful Programmes Practitioner or equivalent.
* Accredited coach.

#### **Experience**

* Experience gained within a public sector/HE role.
* Experience of working collaboratively with other functions to support strategy development and delivery and oversee corporate change and transformation programmes.
* Experience of positive action programmes to improve diversity of representation in decision making.
* Experience of leading successful equality initiatives with external benchmarking success.
* Experience of handling conflict and managing sensitive issues to achieve positive outcomes.
* Experience of developing and leading programmes to improve employee wellbeing and working collaboratively to provide a holistic corporate approach to wellbeing.
* Experience of business process improvement and leading programme to change ways of working to support business and wellbeing benefits.

#### **Skills, knowledge and abilities**

* Knowledge and experience of working with the public sector equality duty and on HE and or external charter marks associated with furthering equality goals.

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)