

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Senior Organisational & People Development Advisor

## **Department**

Human Resources

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0071-21

## **Salary**

£37,256 - £40,010 per annum

## **Reports To**

Organisational Development Manager

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

Work alongside a team of OD and HR Advisors to provide a comprehensive and innovative Organisational Development (OD) service, linked to our People Strategy. Whilst there is an emphasis on leadership, management and performance development at this time, within this post, the post-holder will provide responsive, high quality advice and design and deliver learning solutions for managers on all aspects of OD that improves staff capability and raises university performance.

The post holder will support the implementation of OD strategies that underpin our People Strategy and that will ultimately lead to a significant and substantial improvement in the university’s performance.

Sharing knowledge through passion for people development, the post holder will support face-to-face and online learning and development, coaching and mentoring, talent management, succession planning and employee engagement initiatives.

The role will manage the administration arm of the team and work alongside a small team of Advisors.

## **Principal Accountabilities**

1. Enable Organisational Development activity by undertaking performance, knowledge and skills gap analysis, as a result of organisational design activity, used to recommend, develop and deliver future development and associated activities to support high performance and change.
2. Take ownership for the on-going design, development and management of one key area of OD provision, e.g. Leadership and Performance Development. This will entail the design, delivery or procurement of learning and development of innovative and sector leading developments that embed the principles of high performance as part of ongoing CPD for staff and managers during their employee lifecycle and delivers improvements, efficiency, value for money and return on investment.
3. Develop managers to increase their capability in managing, leading, developing, engaging and motivating teams. This will involve scoping, designing and delivering high-quality, face to face and online developments to meet Institutional and customer needs. Whilst academically underpinned, there will be a strong focus on practical application and interactivity. Such activities will include producing relevant learning materials and measuring the effectiveness of development.

1. Manage a range of projects, for example, our Celebrating Staff Excellence Awards and Staff Engagement campaigns which will involve identifying organisational outcomes and presenting and discussing actions with senior managers/key stakeholders
2. Work with HR colleagues and the Core Leadership Teams to provide strategic and professional advice and guidance that ensures effective people management. Support areas to have robust staff/organisational workforce development conversations that directly supports and enables local strategies and plan effective local OD plans, that highlight development priorities for services, functions and teams in their area.
3. Contribute to the ongoing review, reporting and development of our appraisal approach, including a focus on system effectiveness, process-management and manager capability to conduct effective performance conversations.
4. Manage the OPD administration function to effectively maintain and improve L&D and our LMS systems, organise events and projects, and scope reports to support effective decisions and evaluate added value and return on investment.
5. Provide coaching, mentoring and feedback sessions that facilitates learning plans and ultimately builds employee capability. This includes providing feedback on 360 and psychometric tools, as appropriate.
6. Co-ordinate events, facilitate focus groups and manage our team communication channel for our 75+ team of Change Champions, to support our change agenda.
7. Provide effective verbal and written communications, including preparing papers and recommendations to senior leadership teams, articulating and promoting development opportunities, utilising data to compile business reports and design and create presentations.
8. Keep up to date with the developments in and out of sector to inform projects, developments and change initiatives.
9. Deputise for the OPD Manager/Head of OD as appropriate.
10. Integrate the University’s Values into on-going work, by actively role modelling the University’s Values.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Post graduate qualification or equivalent.(i.e. management/ development related) -
* Coaching qualification

#### **Experience**

* Evidence of having successfully delivered multiple projects relevant to an OD, HR or Staff Development Function
* Experience of team leading
* Experience of supporting corporate change and improvement activity
* Significant experience of designing and delivering staff development, as part of change programme
* Experience of developing positive relationships and providing advice and guidance to a range of stakeholders

**Skills, knowledge & abilities**

* An understanding of organisational development and change management models and strategies, and applying them in practice.
* Using data, effective critical thinking and analysis methodologies to make recommendations on a future course of action to senior leaders
* Understanding of methods for needs analysis, facilitation techniques and evaluation frameworks
* Networking 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
* Strong and confident oral communicator with both an engaging style and the ability to brief, present and train
* Ability to receive, understand and convey ideas and information clearly and accurately 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
* Strong organisational skills with demonstrable impact
* Understanding of confidentiality and the requirements of the General Data Protection Regulations

### **Desirable Criteria**

#### **Qualifications**

#### Belbin, MBTi, DiSC accredited

#### **Experience**

* Experience of running Engagement Campaigns within an organisation
* Experience of designing and facilitating large conferences and events
* Experience of working collaboratively with other functions to support change and staff capability agendas
* Experience in organisational design and supporting organisations in progressing to a desired future state

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

* Ability to use advanced IT skills to manipulate and interpret data to recommend future action plans

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities 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)