

Job Description and Person Specification

Job Title	Head of Organisational Development
Directorate	Corporate Affairs
Department/Team	Organisational Effectiveness
Location	Flexible
Grade	2.1/ AfC 8c
Reports to	Director of Organisational Effectiveness
Contractual notes	

Job Summary/Purpose

NHS Improvement is responsible for overseeing foundation trusts, NHS trusts and independent providers. We offer the support these providers need to give patients consistently safe, high quality, compassionate care within local health systems that are financially sustainable. By holding providers to account and, where necessary, intervening, we help the NHS to meet its short-term challenges and secure its future.

NHS Improvement is the operational name for the organisation that brings together Monitor, NHS Trust Development Authority, Patient Safety, the National Reporting and Learning System, the Advancing Change team and the Intensive Support Teams.

Reporting to the Director of Organisational Effectiveness, this role will have strategic and operational responsibility for the delivery of organisational development design and standards, responsible for enabling activities and maximising staff engagement whilst ensuring organisational effectiveness.

The role will lead on the design, development, delivery and communication of organisation development activities that will support and drive the development of NHS Improvement as a high performing organisation. The Head of OD will work in particularly close partnership with Human Resources and team across the organisation to ensure their needs are met locally as well as at national level.

Key Accountabilities

- Take the strategic lead on the development of an effective organisational development service across NHS Improvement and the development of organisational development strategies and plans to support high performance and effective organisational delivery
- Lead on the design and delivery to time and budget, together with the ongoing evaluation, of key enabling projects in relation to:
 - Our learning and development offer
 - Career development
 - Performance management and development
 - Talent management and succession planning
 - Leadership development
 - Culture and ways of working aligned to our values and mission
 - Inclusion and Wellbeing
- Support the Director of Organisational Effectiveness in building high performing, inclusive teams
- Ensure necessary organisation design, change management support and challenge to various organisational redesign initiatives
- Working with Communications directorate and Directors to build, communicate and facilitate positive employee engagement
- Ensure the appropriate project planning, risk management and reporting of OD initiatives and their impact
- Lead on the development of NHS Improvement's 'people' performance reporting
- Maintain a personal network with the wider OD world and maintain currency with the latest OD developments both in health and wider
- Lead, coach and inspire the OD team
- Demonstrate NHS Improvement's competencies relevant to the role level and be a role model for NHS Improvement's values

Role Dimensions

Key Relationships (External)

- OD leads in Health ALBs, NHS Employers, other regulators and private/public sector organisations
- Professional services firms and consultancies for advice / exchange of best practice on OD issues

Key Relationships (Internal)

- Director of Organisational Effectiveness
- HR leaders
- Senior roles (especially Director / Executive director level) in NHS Improvement (corporate and regional) functions
- Communications (internal communications) leads

Numbers and types of staff managed	
3 - OD leads and team assistant.	
Potentially professional leadership for other OD colleagues embedded in the business	
Budget Managed	
OD budget	
Person specification	
Qualifications	
<i>Essential</i>	<i>Desirable</i>
Educated to masters level or equivalent level of experience of working at a senior level in Organisational Development specialist area.	<ul style="list-style-type: none"> • Master's in Human Resource Management/full membership of Chartered Institute of Personnel & Development or other relevant professional qualification in OD
Experience & Knowledge	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Substantive and significant experience of leading the successful development and procurement of strategic organisational change projects to further business objectives • Successful track record of project management • Solid background in organisational development, leadership development, talent management and cultural change experience including internal communications, reward, diversity, performance management and data analytics • Extensive knowledge of OD specialist areas, acquired through post graduate diploma or equivalent experience or training plus further specialist knowledge or experience to master's level equivalent • Evidence of post qualifying and continuing professional development • Must have an understanding of the background to and aims of current healthcare policy and appreciate the implications of this • Member of relevant professional body • Deep experience of diagnosing, 	<ul style="list-style-type: none"> • Experience of working in both public and private sectors • Front line clinical or operational experience gained in the NHS or other healthcare system

<p>designing and delivering culture change using tools such as staff survey metrics and effective engagement models</p>	
<p>Skills, Abilities and Attributes</p>	
<p><i>Essential</i></p>	<p><i>Desirable</i></p>
<ul style="list-style-type: none"> • An excellent communicator with strong presentation and drafting skills; experience of presentations and briefings in or for a comparable organisation and of ability to present advice and information in a clear and logical way • Exceptional stakeholder management skills with proven track record of influencing executive management teams and inspiring/motivating staff • Ability to make clear recommendations in complex scenarios and to support those recommendations credibly and with authority when challenged • Strong organisational skills with the ability to plan and direct the resource needs of a team working to tight deadlines • An ability to employ a broad perspective on internal and external issues that may have an organisational development impact • Collaborative team player 	