



## Head of Organisational Development

### Job Description

<b>Department:</b>	Human Resources and OD Department
<b>Campus:</b>	Cauldon/Burslem campuses

<b>Responsible to:</b>	Chief People Officer
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<b>Responsible for:</b>	OD Business Partner HR Data and Systems Analyst HR Officer HR Administrator
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<b>Salary/Grade:</b>	c. £45,000 per annum (Grade 5)  Pay Award Pending	<b>Hours/contract detail:</b>	Full-Time, 37 Hours Per Week, Permanent (1.0 FTE)  <i>EBS Management T&amp;Cs</i>  <i>Flexible and hybrid-working options available</i>
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#### Role Summary:

To play a vital and key role in successfully building upon a portfolio of high-quality OD services to drive the development and embedding of the College's values, and the key skills, expectation and behaviours that will deliver the College vision and mission.

Supporting the Chief People Officer in the design of aligned OD interventions of the People and OD strategy, taking a lead role in the delivery of a robust OD programme that improves college performance and culture by implementing innovative and creative approaches, initiatives and projects. Utilising OD methodology and practice to create a culture of learning, building a competent, flexible, adaptable and value driven college team.

#### Main Duties and Responsibilities:

##### Work Processes and results

- Assist the CPO in the development and implementation of the People Strategy - to continue to enhance the quality of contribution and delivery of the HR & OD service to the College aligned with strategic and business priorities.

- Support the development of and take a lead role in the implementation of innovative OD projects, programmes and initiatives for the development of the College's culture and values, management of change, employee engagement and wellbeing, talent management, leadership capability and employee development related initiatives.
- Identify opportunities for performance improvement through, for example, undertaking internal diagnosis, process/system reviews in order to understand barriers and possible solutions; conducting external research into good practice and new ideas.
- Work in partnership with PR and Comms colleagues to ensure effective communication and consultation processes and to build staff engagement.
- Contribute to building an inclusive and diverse workforce culture through the development and delivery of the College EDI Strategy and action plan taking a long-term and data-driven approach, and enabling and giving responsibility to managers and leaders to champion EDI.
- Carry out evaluation and review of OD interventions, projects and initiatives to assess impact and progress.
- In partnership with colleagues, enable the enhancement of the College brand in support of recruiting new staff to the College. Guiding and supporting the OD Business Partner to lead a modern recruitment process, ensuring agility in a competitive market.
- Develop and manage a fit for purpose corporate induction programme, fostering engagement throughout the employee lifecycle and flexible role/area aligned programme.
- Lead and contribute to the College policy framework within your remit and in collaboration with the wider HR and OD team.
- Attend and contribute to College Working Groups, Committee meetings, team meetings and briefings, as required, taking forward assigned action points. Preparing and presenting papers and gaining stakeholder buy-in as required.
- Contribute to the implementation and development of the HRIS and HR data dashboard.
- Measure the impact of strategies using data analytics.
- In conjunction with the wider team, undertake job evaluation, advising on job design, job descriptions and the correct grading of jobs.

### **Team Work**

- Work flexibly to meet the needs of the business, and to provide cover for other members of the team, as appropriate, in times of absence or to respond to workload demands.
- Work closely with colleagues in other Departments across the College, as well as with external partner agencies.

### **Communication / Documentation**

- Communicate clearly, effectively and professionally across a wide range of audiences.
- Ensure and maintain strict confidentiality at all times.

### **Personal Development / Performance**

- Demonstrate a commitment to continuing Personal/Professional Development, and to remain abreast of current and forthcoming employment law.
- Observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

### **College Values**

- To demonstrate and uphold the College's values, or Inclusive, Collaborative, Courageous,

Ambitious, Nurturing (ICcAN).

- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

### **Equality, Diversity & Inclusion, Health and Safety and Strategy**

- Strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

### **Safeguarding of Children and Vulnerable Adults**

- Comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe In Education Statutory Guidance for Schools and Colleges.
- Attend relevant and associated training, as required.

### **General Data Protection Regulation and Data Protection Act 2018**

- Understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

*This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.*

*These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.*

*This Job Description and Person Specification is accurate as at March 2024. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.*



## PERSON SPECIFICATION

### Head of Organisational Development

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio
C	Certification

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>CIPD Level 5 or PgDip in HRM.</li> <li>Degree or equivalent qualification in a relevant subject.</li> <li>Evidence of Continuing Professional Development.</li> <li>Minimum of 4 GCSEs at Grades A-C/9-4 (or equivalent) including Maths and English.</li> </ul>	<p>A, C</p> <p>A, C</p> <p>A, I</p> <p>A, C</p>	<ul style="list-style-type: none"> <li>Graduate/Chartered CIPD Member, or significant equivalent experience.</li> <li>Accredited to undertake coaching.</li> </ul>	<p>A, I</p> <p>A, C</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience in HR with a focus on organisational development.</li> <li>Strong background in designing and taking a leading role in cultural change, innovation and diversity and inclusion efforts and projects.</li> <li>Significant experience working in a fast-paced HR/OD department, providing comprehensive HR/OD advice.</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>Experience of working in a safeguarding environment</li> <li>Previous experience of working with apprenticeships</li> </ul>	<p>A, I</p> <p>A, I</p>

	<ul style="list-style-type: none"> <li>• Experience of managing others or influencing and directing the work output of others.</li> <li>• Experience of L&amp;D.</li> <li>• Experience of using and developing HR software systems.</li> <li>• Experience of communicating effectively with a wide variety of people at different levels, including senior management, providing sound, pragmatic advice and guidance.</li> <li>• Experience of HR with the ability to oversee and contribute to HR activity and advice including contractual issues, ER casework and people issues.</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>I</p> <p>A, I</p>		
<p><b>Skills/ Aptitudes/ Competences/</b></p>	<ul style="list-style-type: none"> <li>• Up to date understanding of UK employment legislation and best practice.</li> <li>• Strong stakeholder management and collaboration skills.</li> <li>• A strong people focus, with a passion for supporting growth and development at individual, team and broader organisation level.</li> <li>• Highly developed written, verbal and non-verbal communication skills.</li> <li>• Proven excellent stakeholder management with the ability to adapt to different styles and approaches, quickly building strong and effective working relationships, delivering service excellence.</li> <li>• Well-developed IT Skills including the use of Microsoft Office, Word, Excel and ability to manipulate and report on data.</li> <li>• Excellent accuracy and attention to detail.</li> <li>• Excellent People management ability and skills, e.g., coaching, performance</li> </ul>	<p>I</p> <p>I</p> <p>I</p> <p>A, I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>	<ul style="list-style-type: none"> <li>• Awareness of the issues affecting FE and the environment in which the College operates.</li> </ul>	<p>I</p>

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	management, training and development, behaviour and conduct, etc.			
<b>Other</b>	<ul style="list-style-type: none"><li>• Proactive approach to own personal and professional development within the field of HR and OD.</li><li>• Ability to travel between, and work from, Burslem and Caudon campuses, as required.</li></ul>	A, I  I		

**TERMS & CONDITIONS FOR EDUCATION BUSINESS SERVICES (STOKE) LTD.**

21 March 2024

### **Conditions of Appointment**

All offers of employment are subject to a Probationary period of up to six months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

### **Pension Arrangements**

Eligible employees will be automatically enrolled into the stakeholder pension scheme provided by Scottish Widows.

### **Working Hours**

The standard full-time working week for all staff is 37 hours.

### **Maternity, Paternity & Adoption**

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, some of which provide enhanced benefits, whilst others provide statutory benefits.

### **Sick Pay**

The Company has a scheme of enhanced sickness benefits.

### **Training and Development**

Education Business Services (Stoke) Ltd is committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-in process.

### **Holidays**

Education Business Services (Stoke) Ltd Management staff are entitled to 39 days' annual leave, plus 8 bank holidays. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

### **Staff Parking**

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Free and ample parking space is available on both sites, subject to availability at peak times.

### **Salary Payments**

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or, if this lands on a weekend or bank holiday day, payment is made on the previous working day.

### **Notice Periods**

The amount of notice you are required to give and entitled to receive is 1 month. Fixed term employees are required to give and are entitled to notice as per their contract of employment.

### **Location of Work**

Your principal place of work will be at the site given in your Job Description, Contract of Employment and Conditional Offer Letter. However, you may be required to work on either campus temporarily or on an indefinite basis.

### **Equality of Opportunity**

Education Business Services (Stoke) Ltd is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.