

Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

Position Details	
Faculty/Directorate	People and Organisational Development
School/Department	Organisational Development
Team	
Job Title	Head of OD and Talent
Grade	10
Hours of Work	37
Contract Duration (Perm/Fixed Term)	Permanent
Reports To (Job Title)	Assistant Director of Organisational Development
Responsible For (Job Title)	N/A

Principal Accountabilities

The Head of OD and Talent will contribute to the development and delivery of a proactive OD and Talent offer which aims to improve organisational performance through a service offer that includes:

- Culture & change management
- Team & organisational development
- Strategic workforce planning
- Inclusive talent management
- Enabling high performance

The Head of OD and Talent will act as the lead Organisational Development business partner for the University, developing trusted relationships and working in partnership with colleagues across POD and the University.

The Head of OD and Talent will engage, collaborate with, and influence key stakeholders across the organisation, providing specialist OD and talent strategic guidance, advice, and insights, alongside practical support and plans to improve performance and talent management.

They will deputise for the Assistant Director (Organisational Development) where appropriate across the full spectrum of the Organisational Development portfolio and support them in the effective and efficient running of the Organisational Development team as a whole.

Key Tasks

Organisational Development/Change Management

Work with HR Business Partners and senior managers across the University to identify organisational and team development opportunities and put in place appropriate and co-designed interventions.

Support organisation wide change management through the application of organisational development strategies.

Provide expert advice on organisational practices, system change, and team dynamics to stakeholders at all levels.

Develop evaluation frameworks to measure the impact of organisational development initiatives.

Strategic Workforce Planning

Work with HR Business Partners to oversee and implement Manchester Met's strategic workforce planning process, ensuring its alignment with objectives and strategies. This includes providing SME input, support and guidance into comprehensive workforce analysis, identifying future skills/talent needs and developing actionable strategies to address workforce gaps and opportunities.

Continuously evaluate and improve workforce planning processes. Identify opportunities to enhance efficiency, effectiveness, and accuracy.

Talent Management and Succession

To implement workforce planning/succession management tools and strategies to increase the University's capacity to make effective talent decisions and maintain talent pipelines to meet current and future needs.

To develop talent mapping and succession planning processes, setting the criteria to evaluate talent/potential and conduct talent gap analysis against strategic business needs to ensure we identify our best talent and actively manage succession.

To work with development providers to develop, build and implement talent and career development initiatives to provide a clear framework to enable talent to prepare for promotion and progression.

To work with the Employee Engagement, Reward and Recruitment teams to advise on approaches for attracting and retaining key talent to meet current and future needs.

Enabling High Performance

Work in partnership with senior managers to develop and implement the tools, systems, and processes to create an environment for colleagues to grow and develop, to maximise their potential, and to enable high performance.

Oversee the governance, guidance, and continuous improvement of the University's Professional Development Review process.

As the key stakeholder of the Oracle HR system, work with the relevant internal teams to develop, implement and embed Oracle functionality related to Talent and Performance modules.

Work with colleagues in the HR systems team and Workforce Analytics team to ensure delivery of high quality and timely management information on all aspects of organisational development activity across the University and information to report progress against agreed performance measures.

As a member of the People and Organisational Development Extended Leadership Team, support the development and delivery of a coordinated approach to the delivery of the University's full portfolio of People and Organisational Development activity.

Act as an ambassador and role model for the People and Organisational Development function, the People & OD Directorate, Professional Services and the wider University.

To maintain external links and represent the University on issues related to Organisational Development and Talent with networks, providers and higher education institutions

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria

Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience.	E
		1.2	Ability to analyse complex situations using initiative and flexibility of approach to explore, evaluate and recommend potential solutions.	E
		1.3	Good organisational skills and the ability to manage a complex portfolio of projects simultaneously; ability to balance competing demands and manage expectations, bearing in mind the needs of colleagues and strategic priorities.	E
		1.4	Excellent coaching and mentoring skills	
		1.5	Demonstrate initiative, confidence and personal responsibility for action.	E
		1.6	Strong leadership skills and the ability to lead and represent a complex area, broader than their direct management role.	E
		1.7		E

2	General & Specialist Knowledge	2.1	Current knowledge of effective organisational development and learning and development methods	E
		2.2	Knowledge of OD theories, philosophies, and methods, change management theory, and organisational needs analysis.	E
		2.3	Knowledge and understanding of the issues and context within which UK higher education operates.	E
		2.4	Knowledge and understanding of approaches to organisational development and their practical application.	E
3	Education & Training	3.1	CIPD qualification at Level 7, or equivalent experience.	D
		3.2	Evidence of continuing professional development relevant to the role	D
4	Relevant Experience	4.1	Experience of using Learning Management Systems (LMS)/Learning Experience Platforms (LXP)/HRIS	E
		4.2	Experience of developing and maintaining collaborative working relationships, carrying out comprehensive stakeholder management and leading and delivering projects across organisational boundaries.	E
		4.3	Experience of managing large projects which have significant organisation-wide implications.	E
		4.4	Experience of developing and delivering OD interventions to support cultural change and drive sustainable organisational development.	E
		4.5	Proven success in developing and delivering OD programmes, systems and processes which deliver on desired results.	E
		4.6		E
5	Special Requirements	5.1	Demonstrates sensitivity to issues of diversity and cultural difference and a commitment to equality of opportunity.	E
Date of Revision		May 2025		