



**Head of
Organisational
Development**





Contents

Executive Summary	3
Role Description	4
Person Specification	5
OD Organisation Chart	6
Northumbria Staff Attributes	7
Application Process	8



Executive Summary

Following outstanding results in research, teaching and student satisfaction the University is looking to build on its recent successes with the appointment of a Head of Organisational Development.

Reporting in to the Director of HR, this is an opportunity to shape and lead an OD function whose key objectives will be identification and development of talent and embedding a high performance culture in pursuit of the University's Corporate Strategy. We are an ambitious University and committed to an organisational culture that supports us in our aim to be in the top 30 of UK universities.

Leading a small team of specialist professionals you will deliver a strategic, modern, proactive and valued OD function for the University. Specifically you will develop and lead a range of activities that will focus on employee engagement and leadership supported by effective coaching and a commitment to continuous improvement. You will also have responsibility for development programmes designed to support the achievement of the University's corporate objectives.

You will hold a degree, be professionally qualified and have senior level experience of managing and developing OD strategies in large, complex and successful organisations where change and continuous improvement is the norm. With an understanding and appreciation of what it means to be a research-rich and business focussed international university, you will also have the intellectual and interpersonal skills to be a credible, influential and effective change manager in a fast paced and challenging environment. Sound strategic judgement, an engaging management style and a focus on success will also be key requirements in this developmental role at a key stage in the University's journey.

In addition to the highly rewarding and vibrant working environment we offer a highly competitive salary and you will also be entitled to take advantage of a range of great rewards and a generous benefits package.



Role Description

Service: Human Resources

Job Title: Head of Organisational Development

Category: Professional Support

Job Purpose:

To lead strategic, modern, proactive, highly-valued Organisational Development. To develop and promote Organisational Development activities which deliver a culture of high performance and employee engagement in support of the University's Corporate Strategy. You will lead and manage the Organisational Development team.

Responsible to: Director of Human Resources

Key Responsibilities:

- Develop and lead the Organisational Development plan and provision, ensuring it is aligned to the strategic direction and ambitions of the University.

- Lead the development of a culture of high performance and employee engagement across the University

- Develop a range of organisational development activities and interventions to support structural and cultural change across the University.

- Ensure that the Organisational Development Plan supports continuous improvement and that the design and delivery of organisation and people development activities is relevant and responsive.

- Lead the Organisational Development Team, setting an monitoring objectives aligned to the University's Strategy and Vision.

- Develop and maintain professional and business knowledge, to establish a reputation as a credible, informed and creative leader of Organisational Development

- Develop practical solutions to organisational and people development issues.

- Manage the Organisational Development budget to ensure efficient and effective use and to maximise organisational and people Development opportunities.

- Lead and champion the leadership and management development provision to increase the capabilities of leaders and managers and drive innovation in line with the University's Leadership Attributes.

Lead and champion the coaching provision to embed a coaching culture within the University.

- Lead the University's performance and development appraisal process and ensure effective completion rates, in liaisons with HR Managers, to inform the development of Faculty and Service People Development Plans.

- Ensure appropriate evaluation of all organisational and people development activities to measure effectiveness and impact.

- Produce an annual report to reflect the outcomes of evaluation for the University Executive and Board of Governors.

- Lead the People Development Coordinator network within the University and manage the communication flow between HR and Faculties and Services in relation to people development activities.

- Model a strong employee engagement approach in order to establish effective and productive working relationships with senior managers and colleagues within the HR team to lead the development and delivery of a seamless, customer focused organisation development service to staff across the University.

- Lead the OD Managers to work with Faculties and Services to undertake training needs analysis in pursuit of effective organisation development solutions.

- Work with professional colleagues to develop solutions to HR issues, ensuring the consistent interpretation and application of people development practices.

- Represent the University on outside bodies as the specialist for organisation development and network both with internal and external contacts to influence and ensure best practice.

NB: Specific duties will vary from time to time: the above list is intended to indicate the general nature of the post and is not exhaustive. The post holder will be expected to be flexible in supporting the HR Service by undertaking any HR responsibilities which are commensurate with this grade.

The post holder is bound at all times to observe the strict rules of confidentiality applicable to work in Human Resources.

Working Relationships

The Head of Organisational Development will need to establish and maintain effective working relationships with the following:

- Senior Managers at Northumbria
- All HR staff, in particular the, HR Management and Organisation Development Team
- Trade Union Representatives
- Other customers of and suppliers to the HR Service

Attendance Requirements:

This post is available for full time working. Job Share and Part Time working may be considered as well as a secondment arrangement.

Additional Information

Contact with your present or most recent employer will be made if you are offered the position.

Person Specification

Faculty/Service: Human Resources
Role Title: Head of Organisational Development

		E/D	A/I
1.	Specific Knowledge		
	Sound knowledge of the UK Higher Education environment and current issues therein.	E	A/I
	Demonstrable knowledge and expertise in HR people management practice and people development practices, including contemporary e-learning.	E	A/I
2.	Skills and Abilities		
	Ability to think strategically in the context of the University's Corporate Strategy and the changing external environment.	E	A/I
	Ability to work as an effective member of the HR Senior Management Team, in shaping, supporting and driving forward the Service Plan and other activities for the benefit of the Service and the University as a whole.	E	A/I
	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.	E	A/I
	Ability to effectively plan and organise OD activities to support structural and cultural change across the University	E	A/I
	Ability to resolve problems where the immediate solution may not be apparent, using initiative and creativity to identify appropriate solutions.	E	A/I
	A positive, inclusive and collegial leadership style, and the ability to inspire, motivate and develop others to achieve results.	E	A/I
	Ability to develop and maintain good working relationships with colleagues across the University to ensure the effective operation and development of people development.	E	A/I
	Excellent written, oral communication and advocacy skills.	E	A/I
	Excellent organisational skills in relation to budgetary and resource management.	E	A/I
	Ability to lead and motivate skilled professional and support staff in providing excellent and efficient people development services.	E	A/I
	Ability to represent and promote the Service within the University and to promote the University externally.	E	A/I
3.	Experience		
	Successful record of managing and organising a substantial OD service, including managing leadership development.	E	A/I
	Experience of effective people management and deployment of resources to meet workload demands, service standards and monitoring performance against targets.	E	A/I
	Experience of working as a member of a senior team in a large and complex organisation.	E	A/I
	Demonstrable success in building close relationships and partnerships with key internal and external parties.	E	A/I
	Experience of budget and financial management.	D	A/I
4.	Education/Training		
	First degree or postgraduate degree and/ or a professional qualification relevant to the role and/ or substantial professional experience.	E	A

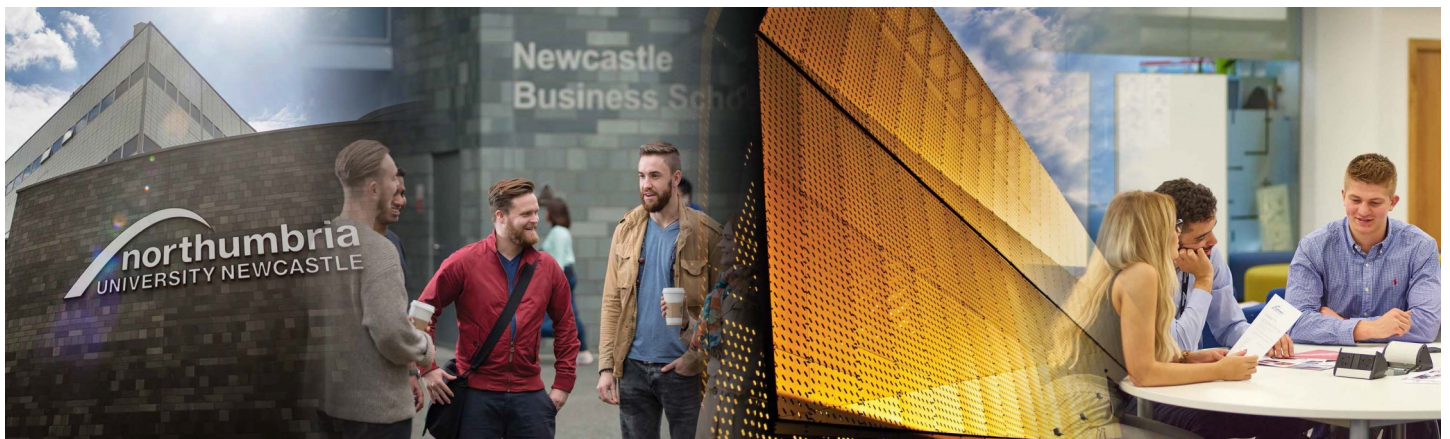
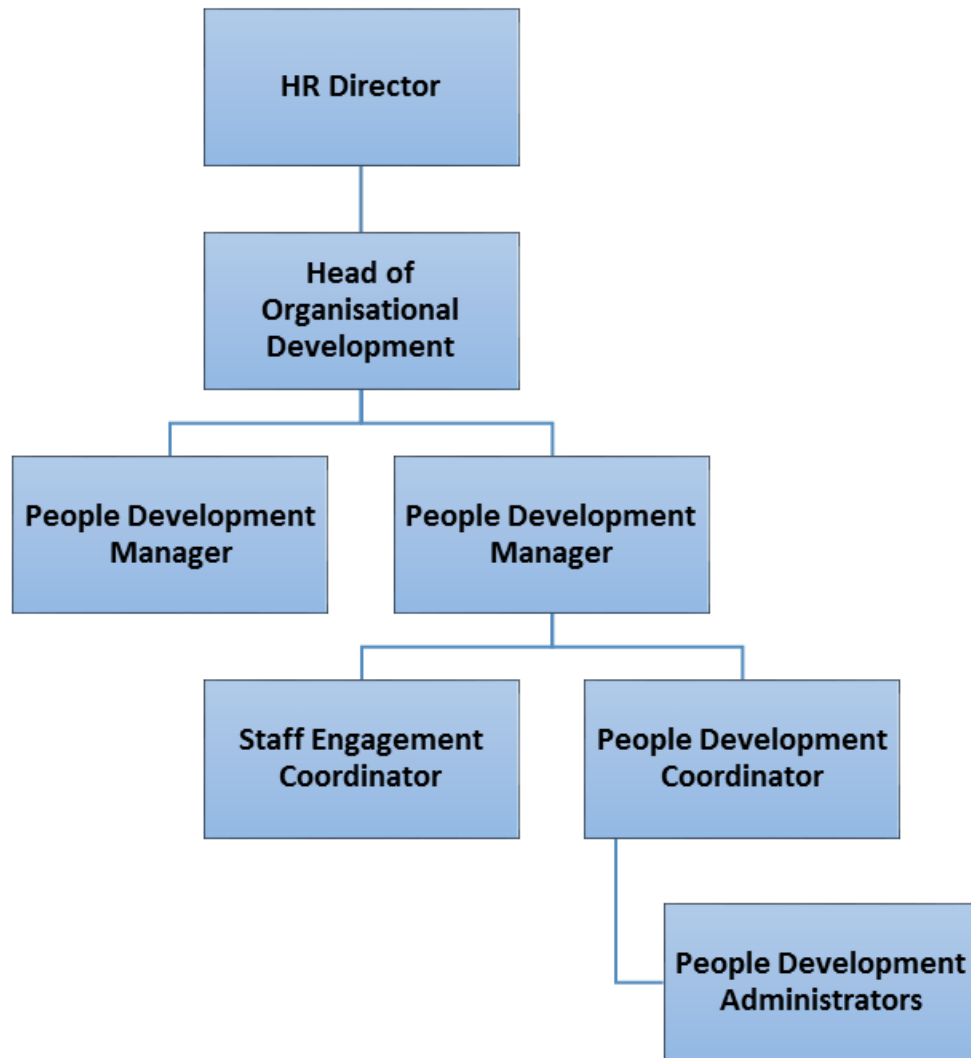
Legend:

E = Essential A = Application

D = Desirable = Interview

Organisational Development

Org. Chart



Application Process

Candidates are asked to provide two supporting documents:

- A full and current CV, detailing most recent appointments, salary and level of responsibility;
- A brief Application Statement, outlining and entitled, ***'The relevance of my individual achievements to the position of Head of Organisational Development at Northumbria University'***
- Please complete the equal opportunities statement to be found as a link on the micro-site

Please ensure you have included all relevant contact details including work and home telephone numbers, email address and full postal address. You must have completed the Personal Data Form as well.

Finally, please provide the details of three referees (one of whom should be your current employer) including name, nature of relationship, position and telephone contact details. If you do not wish any referees to be contacted without prior permission, please clearly indicate this.

Applications should be sent to:

Alan Walter
Dixon Walter Ltd
50 Melville Street
Edinburgh
EH3 7HF

Or via email to:

alan@dixonwalter.co.uk

Further information:

www.dixonwalter.co.uk/vacancies/northumbria-head-OD

Key Dates for your dairy:

Closing date for application:

Closing date for applications is Friday 8th July

Preliminary interviews with Dixon Walter Ltd

From week commencing 18th July

Final Interviews with Northumbria University

Wednesday 10th August

Key Contacts:

Alan Walter, Partner, Dixon Walter Ltd

Tel. 0191 500 5500

Mobile 07876 766 972

