

Job description

Job title

Head of Learning & Organisational Development

Hours

37.5 – Full time

Contract

Permanent

Role profile and grade

OS60a – Grade 6

Salary

Starting Salary £52,307 with biennial increments

Location

Cheadle / Hybrid

Reports to

Director of People and Culture

Type of DBS required

Standard DBS (We will apply for this on your behalf.)

Job purpose

- Support the Trust's Organisational vision by delivering Learning and Development (L&D) and Organisational Development (OD) strategies and approaches, together with the associated delivery plans and assurance.
- Working in collaboration with the Head of People Partnering & transformation, and the Head of Workforce Analytics & Operations to develop and deliver a proactive service that supports the Organisation and delivery of the People Strategy.

- Provide professional leadership and strategic focus that underpins the delivery of the People Strategy leading delivery of the Organisational Development service which includes, Learning and Development, and Organisational Development.
- Provide daily leadership for the commissioning of activity for the specialist team of OD and learning practitioners in the development and delivery of aligned programmes, including the provision of team and individual solutions across the Organisation aligned with the Trust's People Strategy and the Trust's Strategy.
- Provide specialist expertise to Director of People and Culture and the Trust Leadership Team in the development of organisational culture. Collaborating with the Head of People Partnering & Transformation, and the Head of Workforce Analytics & Operations team on all aspects of organisational change and development.
- Work closely with the Director of People and Culture to ensure current and future service delivery meet the needs of the Trust.
- Identify innovative ways to progress the talent development agenda and maintain robust service delivery ensuring KPI's and training compliance remains above target.
- Ensure education and training requirements for mandatory training remains aligned to the relevant National Core Skills and Training Framework. Maximise funding opportunities, commission education and evaluate learning to ensure value for money.
- Identify and lead apprenticeship and talent development strategies for the workforce, collaborating with internal stakeholders.
- Lead for leadership development, coaching, mentoring, non-clinical CPD, appraisal and non-clinical supervision.

Key responsibilities

Team Leadership & Development:

- Lead, mentor, and develop a team of learning & development, and organisational development professionals to their full potential through effective feedback, coaching and recognition, fostering a culture of continuous improvement and professional growth.

- Set individual and team objectives, undertake regular development appraisals and ensure all team members have personal development plans.
- Ensure the team and individual values and behaviours are in line with the Trust's values & behaviours.
- Promote a data-driven mindset within teams and encourage the use of analytics in People & Culture related decision-making.
- Responsible and accountable for the learning and OD budgets including all income generation, cost improvement, budget pressures and taking action to ensure balanced annual budget.
- Deputise for the Director of People and Culture as required.

Innovation & Continuous Improvement:

- Share knowledge and information underpinned by evidence-based practice and programme events aligned to service improvement and organisational change / transformation requirements.
- Support the OD aspects of reorganisation and restructure and other programmes of transformation within the Trust.
- Seek out opportunities to improve and develop the service through partnership, horizon scanning and development of new ways of working.
- Demonstrate effective leadership skills when working with other services and teams to ensure that staff can make sustainable changes and improvements to their service.
- Lead on the development and implementation of a culture of transformational and compassionate leadership that continuously develops leadership and managerial capacity and capability.
- Represent the Trust at regional and national levels on professional matters, developing partnerships, sharing best practice and integrating this knowledge within the Trust.

Compliance & Best Practice:

- Governance, ensuring all confidential records and systems comply with Trust policy and data protection requirements.
- Develop policies and procedures relevant to OD and L&D that interprets and reflects local and national policy, legislative/regulatory requirements and support the achievement of Trust objectives.
- Ensure that the systems that exist within the learning and OD teams are consistent with Trust policies.
- Quality assure the team's activities in meeting user needs, value for money, regulatory requirements and standards.
- Provide diagnostic, consultation and expert advice / support to the Trust, designing OD interventions to support the achievement of services objectives and plans, service improvement and workforce development.
- Lead for coaching provision and ensuring alignment to good coaching governance.

Provision of multi-professional Learning and Organisational Development:

- Responsible for the provision, organisation and management of the Learning and OD Service.
- Identify and address the competencies required across the Trust to ensure maximum performance, safety and efficiency, creating a culture of lifelong learning and continuous improvement.
- Ensure the provision of various development opportunities to meet the competency and talent management needs of the Trust.
- Provide leadership to ensure maximum accreditation is achieved from the Trust's prime regulators and external assessments including CQC and Ofsted.
- Support the implementation of employee engagement activities for all staff to support the employee engagement, service improvement and culture change agendas.

- Oversee the provision of high quality multi professional learning environments; work locally within and across services to promote inter-professional learning opportunities.
- Develop and deliver organisational development programmes as identified via learning needs analysis.
- Design and deliver relevant programmes as required to meet workforce and organisational development objectives and Trust priorities.
- Lead, implement and monitor the implementation of supervision, appraisal and non-clinical supervision at the Trust, overseeing the implementation of improvements as required.
- Oversee the maximisation of apprenticeship levy to support workforce plans and workforce modernisation.
- Provide strong, visible and professional leadership in the development and delivery of the learning and organisational development agenda aligned to the People Strategy and Trust strategic objectives.
- Through collaboration with the People Partnering & Transformation team, as well as the Workforce Analytics & Operations team, aligning the learning and organisational development agenda to increase organisational capability in relation to workforce transformation and delivering skill mix changes.
- Lead and monitor Trust applications for workforce development funding.
- Alongside the Head of People Partnering & Transformation, and the Head of Workforce Analytics & Operations, ensure the development and implementation of workforce development projects that underpin the People Strategy.
- Develop and implement strategies that ensure a competent workforce and effective succession planning.

Stakeholder Engagement:

- Responsible for the provision of relevant reports and information within internal and external monitoring and governance arrangements.
- Work with small, medium and large groups on development and engagement activities, facilitating as required.
- Act as a facilitator, mentor and coach as part of the internal consultancy services provided by the department.
- To provide advice and support to leaders, managers, groups and staff council across the Trust.
- Collaborate with external partners and organisations to develop partnership arrangements and maximise income generation opportunities.
- Prepare and present reports to a variety of groups within the Trust for assurance, monitoring, information and decision-making purposes regarding the Learning and Organisational Development service.
- Provide statistical information both internally and externally as required by regulators, external accreditation and development requirements.
- Represent the Trust at regional and national levels on professional matters, developing partnerships, sharing best practice and integrating this knowledge within the Trust.
- Demonstrate high-level communication skills, working with all key stakeholders and team members both internally and externally.
- Lead the development and implementation of a reward and recognition strategy which supports staff engagement, Trust values, inclusivity and belonging in the development of a high-performance culture.
- To lead for the management and delivery of all reward and recognition activities and identifying and developing new initiatives to enhance our existing reward and recognition offer.

- Lead and act as point of contact for Investors in People (IIP) and any other workforce accredited processes to ensure the Trust is an employer of choice.

Other responsibilities

- Actively engage with the Together Trust's vision, mission and values.
- Commit to promoting equality, diversity and inclusion.

Additional information

- Additional information

Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Education, qualifications and training	<p>Educated to Master's Degree level in relevant OD/L&D area or equivalent</p> <p>Relevant professional experience or qualification i.e. Psychometrics (i.e. MBTI, Hogan, Saville etc...) or Occupational Psychology</p>	<p>Management qualification</p> <p>Accredited award in Coaching</p> <p>CIPD</p> <p>Qualification in training/teaching</p>

	Qualification, experience or training to act as workplace coach/mentor	
Experience and skills	<p>Significant experience at a senior level within an Organisational Development or Learning and Development environment</p> <p>Extensive OD and change management experience at senior level</p> <p>Experience of leading complex projects, workforce/OD initiatives</p> <p>Experience of managing teams</p> <p>Experience of reporting to Trust Board level within organisational governance framework arrangements both written and verbally</p> <p>Experience in designing and delivering a range of competency development programmes</p> <p>Advanced oral and written communication skills at all levels</p> <p>Advanced presentation and facilitation skills</p> <p>Ability to prioritise work and meet tight and multiple deadlines</p> <p>Proven track record of</p>	

	<p>setting team goals and achieving them</p> <p>Ability to coach, mentor and support others</p>	
Knowledge and understanding	<p>Knowledge of training needs analysis and evaluation methodologies</p> <p>Understanding of the competency and academic framework that underpin the OD remit</p> <p>Knowledge of wide variety of OD interventions and tools Self driven in researching and applying OD diagnostic or evaluation tools that can be deployed effectively</p>	<p>Understanding of accreditation process</p> <p>Understanding of Education Governance and Academic Frameworks and national standards</p> <p>Financial knowledge and the ability to manage a budget</p>
Other	<p>Ability to travel across the Together Trust locations</p> <p>Lead and role model for Trust values and behaviours</p>	

Applications are very welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

If there is any part of your lived experience you want to keep confidential in some way please talk to the Recruitment or HR shared service teams and we will do what we can to support you.