

## JOB DESCRIPTION

<b>Job Details</b>	
<b>Job Title:</b>	Organisational and People Development Partner
<b>Grade:</b>	AfC Band 7
<b>Department:</b>	Education and HR
<b>Directorate:</b>	
<b>Reporting to:</b>	Head of Education & Research (dotted line to Director of People & Services)
<b>Responsible for:</b>	Design and implement OD interventions/design and deliver leadership and skills development training
<b>Location</b>	Winsley

### **Job Summary / Main Purpose:**

To analyse the health of the organisation through the lens of organisational performance together with employee and leadership capability, and interpret a range of evidence and insights in order to design and implement strategies and interventions that support the strengthening of the leadership cohort and improving the overall culture of the organisation.

Additionally, design and deliver leadership and skills development training in collaboration with the Education Team, to support internal and external training events. Provide expert facilitation and bespoke interventions to individuals and groups at all levels of the organisation.

### **Principal Duties and Responsibilities:**

#### **Organisational Development:**

- Support organisational, Directorate and Team level transformation through strategic OD interventions, measured through Our Values and cultural shift assessments

- Support the delivery of the People Outcome Measure of 'a workforce that is well-led, happy, skilled, empowered and resilient' by advising and delivering a range of behavioural, cultural and values-led training, team events and other appropriate interventions
- Capability building of the organisation, through executive consulting and team intervention, deep consulting work with teams to address issues.
- Working in partnership with stakeholders to support transformation and change programmes.
- Coach and develop colleagues to initiate effective solutions and deliver training as required by People Plan priorities.

#### **Leadership Development:**

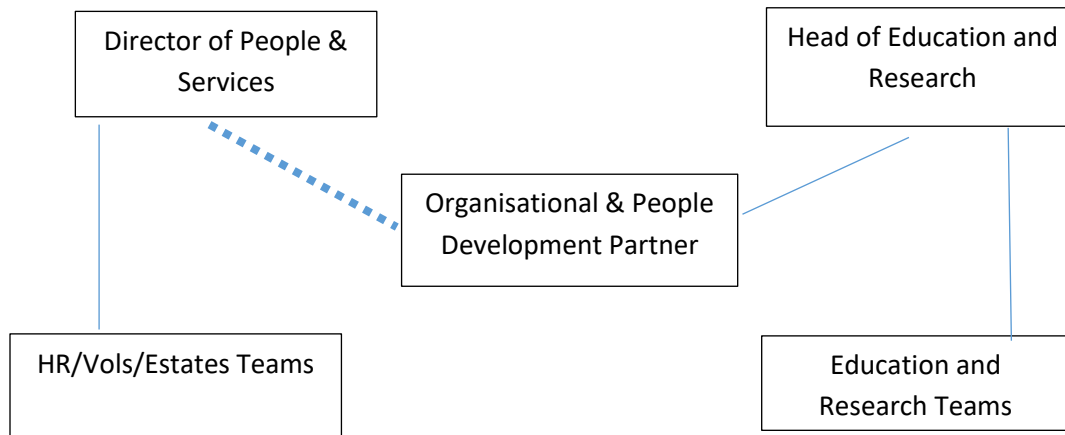
- Develop the organisation's leadership development strategy
- Develop the approach to talent identification and leadership succession planning
- Lead the development of senior leaders and those on a succession path (clinical and non-clinical)
- Development and implementation of a culture of continuous learning and embedding a coaching culture across the organisation
- Experience providing team and group facilitation.
- Manage executive coaching referrals as well as providing 1:1 and group coaching across the organisation.

#### **Education and Facilitation**

In full collaboration with the Education Team:

- Conduct learning needs analyses at all levels of the organisation.
- Design and deliver training related to personal development, leadership, management, coaching and other relevant subjects.
- Participate in and work with leaders and managers to facilitate team interventions and away days.
- Act as subject matter expert, providing guidance and influence relating to leadership and personal development skills, being a role model for the organisation.
- Supporting other facilitators where appropriate.

## Structure Chart



## Contacts

- Managers, staff, volunteers
- Hospice and other partner organisations
- Local schools, colleges, Universities
- Professional organisations such as CIPD
- NHS OD network

## Special Note

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

## No Smoking Policy

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health except for designated areas. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients' homes

## Confidentiality

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

## Health and Safety at Work Act

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

### **Safeguarding**

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

<b>Person Specification</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Chartered Member of CIPD		<b>X</b>
Experience/qualification organisation design and development	<b>X</b>	
Evidence of CPD in OD/Facilitation/Teaching	<b>X</b>	
Teaching Qualification		<b>X</b>
Leadership development accreditation or qualification (eg. EMCC/ICF coaching)	<b>X</b>	
<b>Knowledge and Experience</b>		
Experience of operating at all levels in identifying developmental needs	<b>X</b>	
Experience of developing and implementing OD interventions.	<b>X</b>	
Experience of individual and group facilitation	<b>X</b>	
Knowledge of data analysis to support the development of interventions	<b>X</b>	
Understanding of methodologies and data insights relating to research and evaluation approaches	<b>X</b>	
Ability to identify partnerships and collaborate with stakeholders		<b>X</b>
Problem solving approach and ability to deliver innovative solutions	<b>X</b>	
Breadth of experience in key areas; leadership development, relational management and positive psychology	<b>X</b>	
Ability to design and deliver training in an engaging and information manner	<b>X</b>	

Ability to facilitate groups and understand group dynamics	X	
<b>Skills and Attributes</b>		
Innovative and energetic	X	
Confident in working with a consultancy approach	X	
Excellent interpersonal skills – written and verbal	X	
Highly professional, discrete and diplomatic in all matters of business.	X	
Flexible, self-motivated and driven to succeed.	X	