# People and Organisational Development Manager

**Department:** People and Organisational Development  
**Hours of work:** 29.6 hours per week (0.8 FTE)  
**Contract type:** Fixed term for 2 years  
**Salary:** £53,353 - £61,823 per year (reduced pro rata for part time working)
Main purpose of the role

In October 2021, the University Strategy 2030; A University for Public Good was launched. Focused around four strategic aims; Curiosity- driven and action orientated research, Providing and education that empowers, Local commitment on a global scale and Creating a community Without Limits; this ambitious strategy provides a framework of common purpose.

Reporting to the Head of People and Organisational Development (POD) you will lead a dedicated team of OD professionals who have responsibility for a range of development portfolios including leadership, coaching, mentoring, apprenticeships, change, talent and student leadership scholarships. You will work closely with OD colleagues and HR Partners to enhance and promote good organisational development practice across the University to facilitate change and propel improvements, responding to institutional needs, challenges and opportunities.

As a member of the Senior HR Team you will work collaboratively with HR Partners and other senior stakeholders to connect, develop and deliver new strategic HR initiatives that are aligned to the institutional strategy.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Role Specific Responsibilities

● Lead a team of diverse OD Partners, fostering empowerment, creativity, inclusion and collaboration
● Review and further develop the staff development infrastructure e.g. policies and procedures, schemes and guidelines to align to new ways of working post Covid and contribute to a positive and inclusive culture
● Work closely with key stakeholders to identify and agree on priority organisational development areas arising from University, Faculty and departmental strategies and plans
● Review and enhance the existing development provision to ensure its strategic alignment and a mixed model of learning delivery
● Develop and implement appropriate monitoring and evaluation processes in relation to our delivery
● Contribute to the development and delivery of HR and institutional change projects

University of York Responsibilities for Grade 8

Service and Operational Delivery

● Through effective leadership, establish a clear vision and set of goals for the service delivery team.
● Ensure that appropriate management systems are in place to support the team and enable them to effectively deliver current and future service requirements.
● Lead delivery of a substantive and/or complex range of services.
● Engage with key stakeholders to influence opinion, delivery and reputation of services.
● Monitor, evaluate and provide feedback on the performance of the operational area and take necessary action to improve the service, including identifying training needs for the team.
● Horizon scan to identify opportunities to improve the efficiency of service operation.
● Provide support and encouragement for members of the team through effective leadership; demonstrate compassion and give advice on commonly occurring wellbeing issues
Continuous Improvement

- Lead on the design, implementation and monitoring of policy and quality standards, procedures and systems ensuring effective working and continuous improvement.
- Engage in external networks or partnerships to identify and influence potential opportunities for service or operational delivery improvements.
- Apply leadership and expertise to identify, understand and resolve significant, longer term or complex problems.
- Lead continuous development of self and team to ensure ongoing and future breadth and strength of capability and knowledge, organising bespoke training or development opportunities for the team.

Specialist Contribution

- Act as a recognised practitioner within own specialist area or discipline, shaping activities, processes and systems.
- Design and deliver training sessions in relation to own subject area to the broader team and/or the University.
- Provide expertise to maintain and/or develop the systems and processes to support compliance with legislation, statutory duties and to facilitate the delivery of effective services.
- Provide expert professional subject knowledge and problem-solving skills, sharing knowledge with the team or wider University population as needed.
- Apply technical expertise/analysis to high-level problem resolution, provide technical judgement to guide decision making.
- Act as a specialist point of contact for dealing with complex data and information sources, providing interpretation and analysis.

Collaboration and Communication

- Lead internal meetings, working groups and sub-committees at an operational service level to influence governance, organisational policy and standards for the service.
- Develop long term relationships with senior stakeholders to ensure effective and valued outcomes.
- Develop and encourage mutually beneficial internal/external working relationships.
- Identify and develop opportunities for communities of practice and knowledge sharing.

Governance and Oversight

- Promote and develop a deep understanding of organisational policy and regulations.
- Manage quality and regulatory audit process.
- Provide advice to stakeholders regarding compliance and regulations where there is significant complexity and/or appropriate assessment of risk required.
- Horizon scan to understand emerging legislation and regulation and propose the University’s response to these changes.
- Accountable for ensuring procedures and policy meet all required legislative or regulatory standards.
- Ensure a safe and secure work environment; take responsibility for health and safety considerations through the completion and implementation of risk assessments.

Planning and Organisation

- Responsible for the operational and strategic planning for their area that is likely to involve coordination and integration with broader directorate planning.
• Significant input to long term strategic planning.
• Lead project scoping, initiation, planning and implementation for large scale/University wide initiatives.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
## Person specification

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<thead>
<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Experience of leading the development, implementation and evaluation of OD interventions</td>
<td>Essential</td>
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<tr>
<td>Experience of contributing to and/or managing organisational change</td>
<td>Essential</td>
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<tr>
<td>Ability to monitor, analyse, interpret and report data relating to OD interventions</td>
<td>Essential</td>
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<td>Relevant experience as an OD /L&amp;D/ HR Manager or Practitioner with experience across multiple disciplines</td>
<td>Desirable</td>
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<td>Knowledge of current developments, theory and best practice in the field of OD (e.g. systems-thinking, organisational culture, change management, talent development)</td>
<td>Essential</td>
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<td>Ability to achieve outcomes through the application of process work and dialogic OD interventions</td>
<td>Desirable</td>
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<tr>
<td>Ability to coach and mentor others</td>
<td>Desirable</td>
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### University of York Person Specification for Grade 8

**Qualifications:**

- Level 6 qualification. (Qualifications at this level include a degree. Please [view the full list](#). We also welcome applicants with equivalent non-UK qualifications or equivalent professional experience. | Essential |

**Skills - demonstrates the ability to:**

- Lead people - providing vision, motivation, inspiration and direction | Essential |
- Lead large-scale projects | Essential |
- Use digital technologies including Google applications and/or Microsoft Office | Essential |
- Communicate to engage and influence others | Essential |

**Behaviours:**

- Works collaboratively with others | Essential |
- Delivers a quality service | Essential |
- Develops self and others | Essential |
- Actively champions respect, inclusivity, equality and diversity | Essential |
| Identifies and implements continuous improvement | Essential |