Job Description

Organisational Development Manager
2 year fixed-term contract

Grade: 7 (£47,587 - £56,823 per annum)

- Hours: 35 hours a week
- Reports to: Head of HR
- Department: HR
- Location: Central London

The King’s Fund is an independent charity working to improve health and health care in England. We help to shape policy and practice through research and analysis; develop individuals, teams and organisations; promote understanding of the health and social care system; and bring people together to learn, share knowledge and debate. Our vision is that the best possible care is available to all.

Context

The Fund has an ambition to be a high performing organisation characterised by:

1. Being well-led and empowering our managers to help translate and deliver the strategy
2. Clarity of responsibility and accountability
3. A strategy for people and their development
4. Being flexible and responsive to the service and the market
5. A culture that encourages people to be their best.

We are embarking on a major change programme to deliver new business systems and processes and ways of working to improve our efficiency and to make progress towards becoming a high performing organisation. This includes a comprehensive overhaul of existing IT systems and business processes and the development and implementation of a behavioural competency framework. We are seeking OD/L&D expertise to enhance the capability of the existing HR team to support existing initiatives and to help shape and deliver an ongoing programme of improvement.

Job Purpose

To contribute to the design and delivery of people and organisational development strategies and the management of change in support of the organisation’s strategic and operational plans, providing information, advice and services as required. Working with teams across the Fund, but particularly HR and Operations and Finance, to support a programme of continuous organisational performance improvement which helps the Fund achieve its ambition of becoming a high performing organisation.

Main responsibilities

Organisational Development

- To contribute research, analysis and ideas to the development of the Fund’s HR strategy in order to ensure that organisational development initiatives are appropriately integrated and aligned with strategic and business goals.
• To design and deliver OD and change management strategies, processes and interventions that support the Fund’s ambition to be a high performing organisation; to include initiatives which foster a high performance culture, where valuing learning, continuous improvement and diversity are the norm.

• To support specific performance improvement initiatives, eg through the implementation of a new behavioural competency framework and 360 degree feedback process.

• To identify opportunities for performance improvement through, for example, undertaking internal diagnosis, process/system reviews in order to understand barriers and possible solutions; conducting external research into good practice and new ideas.

• To commission and manage additional internal or external resources as and when required in order to ensure cost-effective delivery of agreed OD initiatives.

• To design and facilitate in-house events (e.g. workshops, away days) as required.

• To work with the Internal Communications Manager to ensure effective communication and consultation processes and to build staff engagement.

Learning & Development

• To develop the Fund’s approach to talent management and succession planning and to co-ordinate the contributions of key stakeholders to ensure effective implementation.

• To work with line managers on the design and delivery of appropriate and relevant Personal Development Plans for their staff; to commission and evaluate agreed internally-delivered interventions and to ensure best use of the Fund’s development budgets.

• To develop coaching, mentoring and secondment schemes to support staff development and the achievement of Personal Development Plans.

• To lead on the development of a staff skills and knowledge database in order to maximise the diverse talents of the organisation.

HR

• To be responsible for the Fund’s job evaluation system, advising on job design, job descriptions and the correct grading of jobs.

• To oversee the annual appraisal process, monitoring compliance with the timetable and working with the Head of HR to ensure consistency of quality in appraisal documentation.

• To manage the corporate induction programme.

• To contribute to the development of policies and procedures in collaboration with the Head of HR.
**Person Specification**

**Technical knowledge and experience**

- An OD qualification, or equivalent professional knowledge gained through the significant experience working as an OD specialist or as an HR generalist with an OD focus; membership of the CIPD desirable.

- Able to demonstrate up to date knowledge of theory and good practice in key areas:
  - Organisation development particularly around change management and developing organisational culture
  - Learning & Development, particularly management development and talent management.

- Track record in delivering successful OD projects and supporting major organisational change; influencing, building and sustaining relationships in order to achieve results.

- Experience of, and commitment to, continuous organisational improvement and the ability to act as a change agent.

**Skills**

- Excellent influencing and interpersonal skills with people at all levels, internally and externally.

- Strong written and oral communication skills, including presentation skills.

- Strong coaching/mentoring skills.

- Effective planning and project management skills with the ability to set and work to (personal, team and Fund) deadlines.

- The ability to engage, conduct diagnosis, analyse findings, generate options and build commitment to solutions.

- Change management skills.

- Event design and facilitation skills.

- Numeracy and ability to analyse quantitative and qualitative data.

**Personal qualities**

- Self-motivation, enthusiasm and results-focus.

- Flexible, adaptable and comfortable with ambiguity.

- Negotiating, influencing and holding to account.

- Pragmatic and solution-oriented.

- Committed to high standards and continuous improvement.

- Ability to move between big picture and detail.

DECEMBER 2013