Lead Organisational Development Consultant and Leadership Hub Lead

People and Organisational Development

Contents

Overview of the role

Lead Organisational Development Consultant and Leadership Hub Lead

Location: Oxford city centre office with a flexible approach to remote working
Grade 9: £48,835 – £56,587 per annum (pro rata)
Full Time, Permanent Role

About the Role

A fantastic opportunity to shape the University's approach to and provision for developing leaders and leadership. The role will also act as the Lead Organisational Development Consultant, identifying institution wide themes and priorities, guiding and setting goals for the wider team.

Following the reorganisation of the People and Organisational Development (POD) team, the role represents a positive shift in direction, as the team establishes three key focus areas: leadership, professional services and research staff. The individual will play a major role in establishing new expectations and a refreshed service to the University as part of the inaugural POD senior leadership team.

The role will lead an extensive review and refresh of the University's leadership development provision, play a fundamental role in the introduction of succession planning and talent management at the university as well as guide the formation of a leadership community for knowledge sharing and practice development amongst the University's most senior leaders.

The role will be leading a team of Organisational Consultants working to support a diverse range of departments, divisions, institutes, and teams from across the university. You will be designing, development, piloting and rolling out institution wide initiatives that you will have developed in collaboration with multiple stakeholders as key priority. You will be leading on the design, development, evolution, and delivery of multiple high profile people development programmes.

About You

You will be a motivated, creative problem solver who enjoys co-creation and stakeholder engagement to produce the highest quality, research based and impactful interventions. You will see the big picture, being able to think systemically about how to yield sustainable change.

You will have experience of extensive stakeholder engagement in complex, devolved environments and a passion for leadership and learning. You will be excited at the opportunity of joining POD at this exciting stage in its lifecycle and ready to become an active and engaged member of a truly high performing, close knit team.

More information

Please contact the Head of POD, Alice Chilver (alice.chilver@admin.ac.uk) for an informal chat about the role.

Key Responsibilities

1. Client consultancy
    • Understand client challenges and opportunities, design and implement consultancy assignments that take a systemic view to achieving change.
    • Provide guidance and support for departments and teams to commission cutting edge OD interventions to effect change.
    • Provide strategic OD support and guidance to senior level clients.

2. Organisational development service delivery
    • Provide exceptional and continually improving client support to key stakeholders ensuring that they are well informed and that their expertise is drawn on for major institutional assignments.
    • Identify opportunities and take action to reduce repeat consultancy projects through improved staff training and development.
    • Deliver monthly client service reports so that key client groups are aware of the service they have received from POD and aligned to the development and progression of major OD projects and initiatives.
    • Work collaboratively to introduce and implement a client contracting structure, process, recording and reporting mechanisms for the POD team.

3. Leadership development
    • Lead on design and delivery of a leadership development strategy for the University.
    • Act as the University lead and expert on leadership keeping abreast of best practice and latest research.
    • Apply a systemic view to achieving institutional progress in key areas and translate this to a programmatic approach for achieving change.
    • Introduce a systematic approach to identifying leadership and management development needs for all staff.
    • Develop and deliver leadership interventions for all levels of leader and manager across the organisation with an innovative range of delivery options.
    • Develop funding bids and business cases to secure funding for new initiatives.
    • Develop and implement coaching and mentoring
    • Provide robust activity data against key performance metrics and strong evaluation processes for all leadership interventions.
    • Work with learning and development leaders across the University to share best-practices and form supportive hubs of expertise. Engage with external organisations for idea sharing. Promote achievements at relevant events.
    • Create and manage the leadership hub governance structure.

4. Talent management and succession planning
    • Lead on the development of a talent management strategy ensuring it meets the strategic needs of the university
    • Design and introduce a talent management framework to support with succession planning for key roles and identification and development of future leaders
    • Develop and implement talent management and succession planning initiatives to ensure a robust pipeline of talent
    • Drive strategic discussions with leaders to support effective talent management conversations and actions
    • Develop tools and resources to support leaders in implementing talent management

5. Team leadership
    • Support the development of a positive and evolving team culture within POD.
    • Lead, manage and develop the leadership hub team providing an environment with high levels of engagement, performance and customer focus.
    • Plan, organise and monitor the activities of the team to optimise resource and service delivery, ensuring cyclical plans and deliverables are achieved.
    • Play a leading role in the establishment of new systems and ways of working across the wider POD team for example the development of a consultancy triage and contracting framework and the move from first come first served to targeted talent management programme delivery.

6. The POD team
    • Deputise for the Head as required to attend any meetings or contribute to any aspect of the Head's portfolio
    • Contribute to wider aspects of HR and the development of HR as required at internal or external events and through internal projects and programmes of work.
    • Be an active, engaged, and supportive member of and representative of the HR function within and beyond the University.
    • Use every opportunity to embed equality, diversity and inclusion principles
    • Be proactive in keeping up to date with the University's EDI priorities
    • Be creative and committed to realising EDI prioritise through POD's work wherever possible.

Selection Criteria

Key skills

1. Interpersonal and communication skills, including the ability to present, explain, motivate, engage, influence, persuade and challenge at all levels. Able to manage highly complex/difficult conversations and convey sensitive messages to individuals/groups.
2. Customer service mindset, demonstrating a positive, solution-oriented approach and develop excellent stakeholder relationships.
3. Delivering impactful training on complex topics to senior leadership teams/large groups.
4. Sourcing, contracting and managing third party organisations to agreed levels of performance, monitoring, and evaluating impact.
5. Designing and delivering complex programme outcomes to time and on budget, working in partnership with stakeholders, able to demonstrable ability to anticipate and overcome challenge, managing risks and mitigations with rigour.
6. Consultancy skills and knowledge, including implementing the full cycle of consultancy from contracting diagnostic, design, delivery and evaluation.
7. Ability to write board level reports and compelling business cases, evaluate and report to senior stakeholders on priorities and impact
8. People leader, aware of personal impact, embedding inclusive practices and able to demonstrate the ability to get the best from others in a positive and supportive way.
9. Ability to identify strategic long-term objectives within a complex environment where conflicting priorities for budget and resources are a continuous pressure.
10. Ability to translate and embed EDI priorities into OD interventions.

Key experiences

• Leading a team
• Managing and influencing stakeholder requirements and needs
• Delivering impactful institution wide interventions with measurable outcomes
• Providing consultancy to a varied groups and in a range of environments
• Developing and implementing institutional strategy / strategic priorities
• Changing and improving services

Key behaviours

• Ethical practice.
• Professional courage and influence.
• Valuing people.
• Working inclusively.
• Commercial drive.
• Passion for learning.
• Insights focused.
• Situational decision-making.

Desirable qualifications

• Post graduate qualification in OD/Psychology/HR Management or Business
• CIPD or other relevant professional body
• Specialist knowledge in OD in large complex organisations

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

People and Organisational Development (POD)

POD's role is to support the University's strategic aims through the targeted development of people by:

- Formulating and informing strategy regarding people development across the University
- Promoting best practice in leadership and management and in people development
- Helping leaders and managers to enhance team, departmental and divisional effectiveness
- Enabling individuals to take charge of their own development through self-directed learning
- Supporting targeted development initiatives for under-represented groups
- Promoting equality, diversity and inclusive management practice throughout our work

Today, the POD team comprises 21 roles. POD is made up of four teams: the research staff hub; leadership hub; professional services hub and; strategy and operations team.

For more information please visit: http://POD.admin.ox.ac.uk

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the Apply Now button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

From 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox-.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts. See www.admin.ox.ac.uk/personnel/staffinfo/benefits