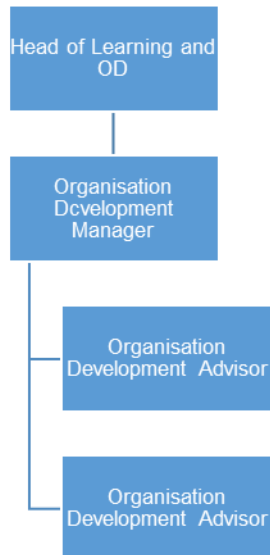




JOB DESCRIPTION

1. Job Details	
Job Title:	Organisation Development Advisor
Pay Band:	7
Reports to (Title):	Organisation Development Manager
Accountable to (Title):	Executive Director HR & OD.
Responsible for (Title/s):	None
Location/ Site/ Base:	HQ, with the requirement to travel to other locations
2. Job Purpose	
<p>To lead the design, development and delivery of organisation development projects and interventions for SECamb, aligned to organisation strategy and plans, and identified needs, in order to improve organisational performance.</p>	
3. Role of Department	
<p>HR's purpose is to deliver the People Strategy and related services that support and enable the effective delivery of our culture and organisation development. We will achieve this through:</p> <ul style="list-style-type: none">• Consistent, fair and transparent processes that include recruitment, selection, on-boarding, education and development, payroll, wellbeing, etc.• Providing support, challenge and guidance to individual employees, managers, volunteers and candidates.• Robust planning, measuring, evaluation and reporting. <p>The Learning and Organisation Development team is responsible for designing and delivering learning and organisation development strategies, plans, policies and interventions to the organisation. These include talent management, succession planning, leadership and management development, engagement, retention and performance management.</p>	

4. Organisation Chart



5. Duties and Responsibilities

OD interventions

- Manage allocated OD initiatives, including culture and values, staff engagement, retention, talent management and succession planning
- Work collaboratively across HR and with senior managers and leaders to identify and prioritise organisational needs and areas for improvement
- Use own expertise, data and insights, and knowledge of best practice to design effective models, systems and tools that improve organisational performance
- Analyse the reasons for staff turnover and develop plans and approaches to improve retention
- Ensure that all OD initiatives drive and enable diversity, inclusion and wellbeing, working collaboratively with the Inclusion and Wellbeing team
- Ensure alignment to SECamb strategy and values
- Plan and project manage implementation, which may be through other teams (e.g. HR Business Partners and Advisors)
- Identify, manage and mitigate associated risks and issues
- Deliver expert training, coaching and training to support implementation

Research and benchmarking

- Research best practice in OD, drawing on NHS OD Community, NHS sector practice, and broader OD / HR trends and insights
- Benchmark SECamb practice and performance against wider ambulance sector, NHS, and broader OD / HR
- Undertake analysis and prepare reports for Executive team and Board
- Identify and action opportunities for improvement

Performance Management

- Deliver the annual plan and process for performance management and performance appraisals
- Develop and implement appropriate guidelines, tools and resources support and equip managers and staff
- Ensure measurement and reporting of completion of performance management by business group /area
- Deliver annual review of the effectiveness of the performance management process and identify and action opportunities for improvement

360 Feedback

- Undertake the design, development and implementation of SECamb's 360- degree feedback system
- Identify and implement opportunities for continuous improvement
- Provide reporting on take-up and analysis of strengths and areas for development at organisational level

Engagement

- Develop and implement the plan for the annual NHS Employee Engagement Survey
- Undertake analysis of the survey report, and prepare reports for the Executive Management Board and business unit leadership teams to identify key insights and recommendations for improvement
- Develop an organisational annual plan to improve employee engagement, working collaboratively with stakeholders and the Staff Engagement Forum
- Works with HR Business Partners and HR Advisors to support the development of targeted plans to improve employee engagement at business group level
- Design and deliver the quarterly Pulse survey, ensuring that it tracks progress against the annual engagement plan
- Manages the provision of reports for each Pulse Survey, providing analysis of results and identifying findings and recommendations, with implementation plans

Programmes and projects

- Manages effective commissioning of organisational development/

interventions from external suppliers where needed

- Manages suppliers to ensure achievement of objectives and delivery to plan, and value for money

Evaluation

- Determine, monitor and implement appropriate KPIs to ensure that OD initiatives and projects are effective, deliver values for money and effectively contribute towards SECamb's vision, mission and objectives
- Design and implement appropriate evaluation methodologies to assess the effectiveness and return on investment from OD initiatives
- Use data and insights from SECamb, the ambulance sector and wider NHS, and best practice to drive continuous improvement in OD

Supplier management

- Manage day-to-day work and liaison with suppliers on allocated projects, e.g. Actus
- Regularly communicate with suppliers so they are clear on SECamb plans and performance expectations
- Review and provide feedback on supplier deliverables
- Identify any risks and issues to supplier performance and manage these, working together with the Organisation Development Manager

Project management

- Plan and manage end to end organisation development projects, delivering to time, budget and quality
- Develop and implement associated communication and training plans and resources
- Manage associated risks and issues and ensures that controls are in place

Team contribution

- Actively contribute to the development of SECamb's desired culture within the team and the wider organisation
- Consistently demonstrate SECamb values
- Actively contribute to team performance, identifying opportunities for improvement
- Demonstrate a strong focus on understanding and meeting customer needs
- Work collaboratively across HR and with customers
- Deliver allocated work programmes and services cost effectively, efficiently and within agreed budget allocations.

Values

The Post holder will be required to demonstrate compassionate care in their daily work and adopt the 6 Cs - NHS values essential to compassionate care:

Care, Compassion, Competence, Communication, Courage and Commitment. Post- holders will also be required to understand and work in accordance with the NHS constitution and put the patient at the heart of their work.

Safeguarding Children, Young People and Adults at risk of abuse and neglect

South East Coast Ambulance NHS Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk of abuse and neglect, and expects all staff and volunteers to share this commitment. All staff are required to adhere to the trust's safeguarding policy and understand their individual safeguarding responsibilities

Equality and Diversity/Equal Opportunities

The Trust recognises the need for a diverse workforce and is committed to Equal Opportunities. It seeks to eliminate unlawful discrimination against colleagues, potential employees, patients or clients on the grounds of sex, marital status, disability, sexual orientation, gender identity, age, race, ethnic or national origin, religion, pregnancy/maternity, political opinion, or trade union membership and to promote equality of opportunity and good relations between staff and clients. Individuals, including volunteers, contractors and temporary workers, must at all times indicate an acceptance of these principles and fulfil their responsibilities with regard to equality legislation and the Trust's Equality Diversity and Human Rights Policy and protocols. Similarly, all individuals have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations, ensure that they treat everyone with respect and consideration and attend relevant mandatory training.

Corporate governance:

High standards of governance are vital in healthcare organisations. Good governance sets the boundaries and structures in which we are able to function safely and provide the most effective care to our patients. We ask all employees to:

- Familiarise yourself with and apply Trust-wide and local policies, procedures and other formal instructions;
- Act within the scope of your authority and/or practice at all times. Limits of financial authority are set out in our Standing Financial Instructions;
- Undertake the statutory and mandatory training suitable to your role and maintain any relevant professional registration(s);
- Maintain accurate and timely records wherever required; and
- Notify the Trust if you identify any areas for improvement in any areas of corporate governance so that we can learn and improve.

Infection Prevention and Control

The prevention and control of infection is recognised as everyone's responsibility. All staff, bank workers, volunteers and contractors, both clinical and non-clinical are required to make every effort to maintain high standards

of infection control in accordance with the Trust's Infection Prevention and Control Policy and The Health and Social Care Act 2008

Financial Management

Ensure that the Trust's funds are properly used, represent value for money and can withstand public scrutiny.

Where applicable, provide strong budget management for the defined area of management responsibility and monitor expenditure against those budgets.

Act within Standing Orders and Standing Financial Instructions of the Trust.

Health, Safety and Security

Meet Health and Safety legislation and move towards an environment where health and safety considerations are firmly embedded in the planning and decision making processes and the 'culture' of own area of responsibility.

Promote, monitor and maintain best practice in health, safety and security

All individuals have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees. All staff have a duty to protect their own health and safety and that of others persons who may be affected by their acts or omissions.

Policies

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Trust, which may be amended from time to time.

Patient Safety is a key priority for the Trust. It is your responsibility to ensure that you are fully compliant with SECamb policies and procedures in respect of patient safety, for example Risk Management, Infection Prevention and Control, Safeguarding children and vulnerable adults.

Confidentiality / Data Protection / Freedom of Information:

Individuals (including volunteers, contractors and temporary workers) must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act 1998. Individuals must not, without prior permission, disclose any information regarding patients or staff. If any individual has communicated any such information to an unauthorised person that individual(s) could be liable for disciplinary action which could result in dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, individuals must apply the Trust's FOI procedure.

Review

This document provides an outline of the main responsibilities of the post. It is not intended to be an exhaustive list of duties. Its content will be subject to regular review in conjunction with the postholder.

Date Reviewed:		
Reviewed By:	Manager:	Signature
	Postholder:	Signature:

PERSON SPECIFICATION

<i>Factors</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessment</i>
	<i>The essential criteria are those which the role cannot operate without.</i>		<ul style="list-style-type: none"> • Application Form (App) • Interview (I) • Assessment (Ass)
Qualifications/ Training What should the candidate have already attained?	<ul style="list-style-type: none"> • Masters' qualification in human resources, psychology or related discipline, or demonstrated equivalent level of experience • CIPD qualified 	MCIPD	(App)
Knowledge What particular knowledge should the candidate already have?	<ul style="list-style-type: none"> • Expert knowledge of OD principles, models and methodologies, and their role in improving organisational performance 		(I)

Experience What previous type of experience should the candidate have?	<ul style="list-style-type: none"> • Experience of designing and implementing effective OD interventions • Experience in developing and implementing organisation-wide culture change programmes • Experience of working in partnership with senior managers • Experience in developing strategies and policies, including retention, talent management, and succession planning • Experience in employee engagement and staff surveys 	Previous NHS experience	(App) (I)
Skills What particular skills should the candidate already have?	<ul style="list-style-type: none"> • Strong analytical skills • Articulate and persuasive communicator with excellent interpersonal skills • Ability to influence and drive business thinking at a senior level, e.g. Executive Directors • Excellent facilitation and training skills • Strong project management skills • Excellent planning and organisation skills 		(I)
Personal Qualities	<ul style="list-style-type: none"> • Role models Trust values and behaviours • Open, consultative and supportive style • Reflective practitioner with a focus on continuous learning and improvement 		(I)
Other	Ability to travel between sites for work purposes		

NOTE: Candidates should meet all the essential criteria if they are to be shortlisted

Date Reviewed:	
Reviewed By:	