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| Job Title: Organisational Development Manager | Department: HR |
| Responsible to: Director of Resources | Number of people directly managed: 3 |

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| <p>Main purpose of the job:</p> <ul style="list-style-type: none"> • Support HHL in achieving strategic development and alignment of its workforce, culture, processes and systems behind its strategic goals and support the growth of HHL into commercial activities. • Responsible to the Director of Resources for the effective advice and delivery of OD service for the Company. • Management and control of OD activity. • Supporting the senior management team to implement effective OD initiative to support business transformation. • Lead the research, development and implementation of OD Initiatives, preparing reports to managers and the Board giving advice and making recommendations as appropriate. • Manage and develop the OD team so that accurate, timely and relevant data and information is available to support business decisions, and that a refocused business partnering service is provided to support business transition. • Actively support and assist the Senior Management Team in the production of key strategic information, e.g. the Corporate Plan. • Support managers to improve by introducing and sustaining the use of leadership and management development, techniques and approaches which supports and outcomes approach to performance. |
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| <p>Main Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Advise the Senior Management and Wider Management team members on the management of change and organisational development. • Lead on the development of HHL's culture, workplace environment and employment practices in a way that strengthens colleagues ability to work in different sectors. • Oversee the development and implementation of an OD Service to support the Senior Management team in all aspects of business transformation. • Promote the Company by disseminating HHL good practice across the sector. Research good practice across the housing sector and share with colleagues at HHL. • Investigate and instigate OD initiatives and techniques to support the business and inform the OD Strategy. e.g. Recruit for attitude, Reward and Recognition which ensures appropriate benefits to meet future challenges, employment initiatives such as apprenticeship schemes which support worklessness in the communities we serve, opportunities for customer involvement and talent management initiatives. • Create and implement a Strategic Workforce Plan that identifies the business challenges and therefore people requirements over the next 3 years and how to manage these. |
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Main Duties and Responsibilities: continued:

- Ensure robust systems and methods of monitoring performance and progress against the people plan are implemented.
- Preparation and presentation of reports to groups, Committees and the Board as appropriate.
- Develop working partnership working and positive relationships with other employers in order to identify opportunities for people aspects of business development; and opportunities to support the development and growth of HHL.
- Organise, plan and lead on the integration of other organisations into HHL.
- Support HHL to sustain our Passion about Diversity by promoting HHL's values and putting practical arrangements in place.
- Lead the HR, Learning and Development, internal and external communications functions, delivering services that meet the needs of internal and external customers
- Lead the development and implementation of performance and competency frameworks which will support the business transition and culture change.
- Represent the Company externally so that the reputation of HHL is enhanced and appropriately positioned for future opportunities.
- Support the growth and development of colleagues, developing and leading our approach to employee volunteering, work placements, secondments, shadowing and mentoring and trainee opportunities.
- Lead the development and implementation of leadership, management and team building programmes which support the business transformation and culture change. Ensure value for money and development of metrics to evaluate cost benefits and value of these programmes to the business.
- Develop and maintain effective learning and development strategies and policies to ensure that the skills base of colleagues is able to deliver HHL's objectives.
- Develop employment initiatives, policies and procedures that fit the needs of HHL and support its values and culture, enabling the organisation to recruit, manage and retain the best people.
- Support HHL's values of teamwork, customer focus and continuous improvement and also to foster a strong learning organisation and delivery focused culture within HHL.
- Lead and motivate through line management the HR team and work in close partnership with the Business Improvement team to ensure proactive and high quality services to customers.
- Be responsible for, lead and oversee the achievement of relevant people and service accreditation, e.g. Investors in People.
- Design and implement ways of measuring employee engagement
- Work in partnership and support the development of the HHL employer brand
- Ensure that HHL meets the requirements of employment legislation to enable it to act as a reasonable and fair employer.
- Manage delegated budgets throughout the year taking appropriate action to maximise income and control expenditure.
- Oversee the implementation of systems so that managers receive relevant and timely advice on Health and Safety matters.

Working Environment/Physical Challenges

Required to use information technology on a regular basis

Financial Responsibility

Responsible for managing and controlling a budget £250,000 per annum.
Authorise expenditure and services. Good materials up to £25,000 per order.

Responsibility for Non Financial Assets

Responsible for security and confidentiality of employee data and records both hardcopy and e- files.
Responsible for the maintenance and security of highly confidential change management data / information

Standard requirements attached to the job:

- (a) All individuals are expected to be flexible in undertaking the duties and responsibilities attached to their job and may be asked to perform other duties which reasonably correspond to the general character of their job and their level of responsibility.
- (b) All individuals are expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities.
- (c) To recognise health and safety is a responsibility of every individual, to take reasonable care of self and others and to comply with Herefordshire Housing's Health and Safety policies and any service specific procedures/rules that apply to the job.
- (d) To promote equality as part of the job and to treat everyone with fairness and dignity.
- (e) All individuals are expected to carry out their duties and responsibilities having regard to the Company's commitment to providing a customer focused service.

Please note that where the job holder is disabled every effort will be made to supply necessary aids, adaptations or equipment to allow them to carry out the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Job Holder's Name: _____

Job Holder's Signature: _____

Date: _____

Manager's Name: _____

Manager's Signature: _____

Date: _____