

Organisational Design Manager

My Role Pack

Name	:-
Reports to	:- Debbie Kitchen, Specialist HR Lead.
Salary	:- £45,000.

Welcome to your My Role Pack, your pack will:



Give you a clear description of your role including your accountabilities and responsibilities.

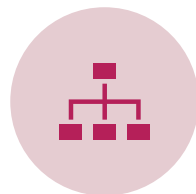


Highlight all of the training you need to complete and timescales.



Help you to spend time reflecting on what you have learnt and to share with your manager.

Job Purpose



To facilitate organisational success, by aligning structural, cultural and strategic realities of work to respond to the needs of an ever-evolving business climate.



To take a planned and systematic approach to enabling sustained organisation performance through the involvement of HCRG Care Groups people.



To enable the whole business to foster the right mindset and capability for organisational progression. It fundamentally ensures that HCRG Care Group looks at the bigger picture and address changes that are needed in order to drive progress and change.



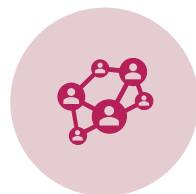
To look at the company objectives, its strategic direction and structure, as well as the culture and create processes for sustainable long-term success.



To help HCRG Care Group to execute strategy to the best of its ability through the engagement and optimisation of its workforce'.



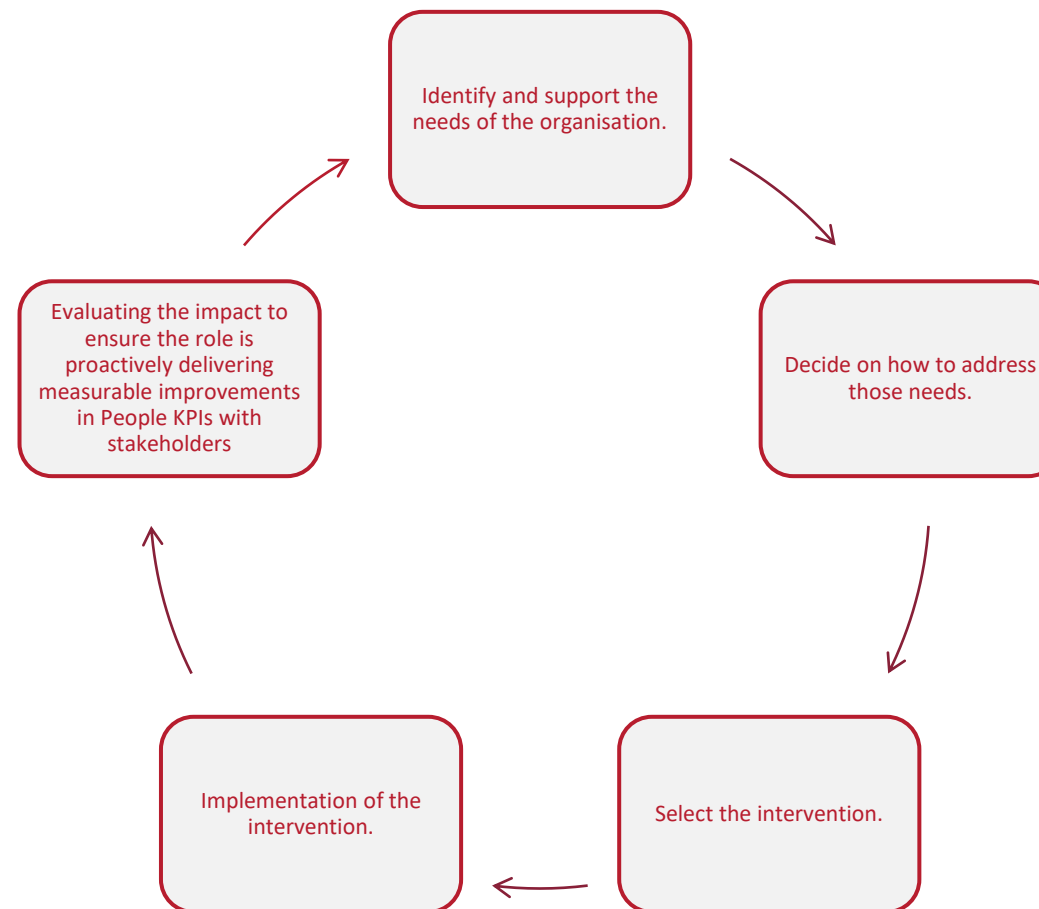
To deliver first class, timely decision driven discussions, instilling confidence , enabling managers to generate their own solutions, adhering to employment law best practice and policy.



To build internal and external networks to positively impact future plans and business performance, ensuring all decisions made align to the organisation's values and mission statement.

Job Purpose

The role will follow the 5-Step Organisational Design/
Development Process



Immediate priorities (6 months)

To support stakeholders during the tendering process, ensuring the workforce model is fit for purpose, including reviewing and evaluating existing job roles, developing My Role Packs and designing where applicable new roles in line with service needs, benchmarking against the market.

To support the HR Case Managers in the development of an organisational change policy and toolkit.

To visit services to understand how they operate, potential improvements in addition to understanding commissioner requirements.

To support the Reward Advisor in the development of a job evaluation and benchmarking toolkit, to underpin the self serve model.

Within your role you will

Strategy

- Work closely with the Specialist HR Lead to develop operational plans to deliver HCRG Care Groups leadership and workforce strategies.
- To work with senior leaders across the business using high level communication and influencing skills to analyse and manage complex and contentious information.
- Manage coordinate, create and deliver complex corporate learning and organisational development interventions, supporting Managers to always understand how to have the right people with the right skill in the right place at the right time.
- To develop reward and recognition plans to underpin organisational strategy.
- Work with all stakeholders across the organisation to ensure OD related projects gain the correct input for success.

Change

- To work closely with stakeholders on all re-tenders and acquisitions, ensuring the workforce model is fit for purpose.
- Make proposals for change projects, facilitating interventions that support change management and enable service cultural change.
- Work with stakeholders to identify pragmatic solutions to business issues, balancing commercial needs with the needs of our colleagues.
- Provide specialist expertise across all areas of organisational development including talent management, leadership development, organisational culture, process consultation, staff engagement, reward and recognition, team development and the human dimensions of change.
- To ensure that all OD practices and initiatives embed and drive forward digital first ethos.
- Lead on all mobilisations and exits ensuring all people activity is delivered per timescales, liaising with key stakeholders across the people team.

Within your role you will

Development

- To work closely with the HR Case Management team to understand areas of poor performance to ensure plans are in place to address the poor performance against HR KPIs at a BU head level.
- To ensure that all roles have a structured my role pack, describing the activities to be completed by the job holder, the skills required, training required and timescales to get there.
- To continually work on own self development and have a structured PDP in place to support own development.
- To establish pathways for career progression and aspirations.
- To establish a framework for what performance is versus what potential is.

Culture

- To work with comms to understand the results of colleagues surveys and support with plans to tackle any organisation wide cultural issues highlighted.
- Support with the design and communication of policies to underpin the self serve culture.
- To analyse exit interview data to understand the key reasons as to why colleagues leave HCRG Care Group and tackle any organisational wide issues.
- Linking results from current colleague surveys and exit interview data to produce insight.
- Produce monthly insight reports for key stakeholders on trends from insight gained and recommendations for change.

Skills

How (Behavioural)

- Empathy, putting people first
- Resilience, getting the best from yourself
- Professional courage and Influencing
- Collaboration. Working better together
- Innovation, being open to new ideas
- Responsiveness, thinking on your feet.
- Facilitation, initiating action through others.
- Accountability and integrity
- Interpersonal savvy
- Planning and prioritization
- Problem solving and decision making
- Self-awareness
- Strategic ability

What (Technical)

- Insights focussed, Employment legislation.
- Change management.
- People Practice.
- HR Data, people analytics
- Performance management
- Diversity and inclusion
- Employee experience
- Commercial Awareness/business acumen
- Conflict management
- Customer and service user focussed
- Developing self and others
- Information technology
- Process and project management
- Speaking and presenting
- Written communication

Qualifications

Essential

- A proven track record of OD
- CIPD level 5 or above
- Educated to degree level or have the relevant experience.
- Designing development programme
- Knowledge of policy development.
- Experience of TUPE, Acquisitions and Mergers.

Desirable

- Facilitation qualification
- Mediation qualification