Job Title: Associate Director of HR (Organisational Development)	**Grade:** Senior Salary Range

Division: Human Resources

Directly responsible to: Director of Human Resources & Organisational Development

Supervisory responsibility for: Equality and Diversity Manager, Organisational Developers, Staff Development Manager, HR Project Officer and other staff as appropriate.

Other contacts   **Internal:**   Director of HR and OD, Head of Health Safety & Wellbeing (dotted line), Deputy Director of HR, Senior Educational Developer, (other members of the Human Resources Leadership Team, Deans and other Senior Managers: Vice-Chancellor, Deputy Vice-Chancellor, Chief Administrative Officer, HR Partners, Reward and Resourcing Team and Trade Unions   **External:**   University Networks, other public sector organization in the region, external contractors/service delivery partners, CIPD, UCEA, HEFCE legal advisors, auditors and other external bodies.

Overall purpose of Job: The Associate Director for Organisational Development will lead the further development of Lancaster University's approach to Organisational Development, Talent & Professional Development and Equality, Diversity & Inclusion. This includes providing strategic leadership and support aligned to the University's vision; for the development and engagement of all colleagues, including retaining and developing our top talent and creating a culture of succession planning & continual professional development.   This role will lead the concept of supporting all our staff to be the best they can, through effective change management, the development of talent pipelines, clearly articulated expectations and excellent accessible professional & leadership development opportunities which are focused both on the needs of the University and on those of the individual. The role-holder will be required to apply and OD and project/programme management methodology and coach colleagues in applying these methods when managing transformation or change.   The post holder will be responsible for the OD, professional development and Equality, Diversity and Inclusion teams, and will work closely with the HR Leadership Team, particularly the Deputy Director of HR. On the staff engagement and wellbeing front, the role-holder will also be required to work closely with the Head of Health and Safety.   The role holder will be an advocate and role model and will be active in promoting diversity, excellent customer service, digital by default and will provide expert change management & organizational design expertise.   To work with key decision makers in the University and provide lead support to the Director of HR and OD in the further implementation of the People Strategy.   In summary, the role holder will provide strategic leadership and direction across the University in the following domains:

- Organisational Development
- Performance improvement
- Talent management
- Culture and leadership
- Staff engagement and wellbeing
- Equality, Diversity and Inclusion
- Change management

Key responsibilities:

1. Working with the Director of Human Resources & Organisational Development, senior HR colleagues and other internal and external stakeholders, to translate the evolving University and People strategy into an actionable OD and talent strategy which supports the University in its improvement journey. This will require ensuring excellent communications, an inclusive and empowering approach and defined success measures which focus on outcomes.

2. To support the Director and Deputy Director of HR to develop and deliver a performance management system and accompanying development offering that supports Lancaster in further improving its overall performance and league table positioning, whilst maintaining its excellent reputation as an employer of choice.

3. To support both the OD, EDI and Professional Development Teams to benchmark best practice and strive to become global Top 100 in all we do, leading these teams to seek to continuously improve, challenge and maximise the opportunities afforded by new technology.

4. To use and share OD interventions to support the University change agenda, whether at a strategic level or whilst working with other colleagues to facilitate effective change management.

5. To work with the Director, Deans and PVCs to develop a more consistent and robust approach to talent identification (in conjunction with the HR Partners), to lead on the design and commissioning of programmes that support & retain different talent groupings.

6. To design and develop professional and leadership strategies that address the current needs, but also reach out to support our future requirements, ensuring increased efficiency and value for money.

7. To work with the HR Leadership Team to scope and market an externally facing proposition that generates income and enhances partnership working. Including working closely with our international partners and with UA92 (www.ua92.ac.uk).

8. To lead the University's approach to staff engagement and lead on the biennial staff survey, and associated pulse surveys. Also in conjunction with the Head of Health, Safety and Wellbeing further develop the University's staff wellbeing offering/plan. In addition, the role-holder will play a lead role in the "We are Lancaster" engagement agenda.

9. To be responsible for good governance through the areas of responsibility, ensuring compliant contract management of commissioned services/interventions and excellent stewardship of resource.

10. Provide strategic direction and leadership on the development and implementation of appropriate OD strategies across the University

11. Have line management responsibility for the Organisational Development and Staff Development Team, Equality & Diversity Manager and HR Project Officer. The post-holder will also have a 'dotted line' functional management relationship with the Head of Health and Safety.

12. Maintain overall responsibility within HR for our approach to delivering talent management, equality and diversity and employee engagement. In addition, the role holder will lead on the engagement of apprenticeships and utilizing the levy to support holistic workforce development.

13. Be responsible for the development and implementation of the Talent and Wellbeing Strategies across the University and working with the Deputy Director of HR and/or Head of HSW to embed within HR.

14. Participate in the setting and monitoring of performance indicators for the HR Division and the People Strategy and contribute (through the provision of performance data) to the production of dashboards, reports etc on a regular basis. This will require high levels of data literacy and analytical skills.

15. Where required by the Director lead on and/or take responsibility for the achievement and/or maintenance of internal and external requirements and standards