JOB DESCRIPTION

Job Title: Head of Talent and Development

Post Responsible To: Group Human Resources Director (GHRD)

Post responsible For: Strategic resourcing and Talent development Learning and Development services Learning Management System. Learning & Development Centre suite.

Budget: Development budget c. £650k.

Job Purpose:
Through strong and professional thought leadership, provide strategic direction on talent, learning, career and leadership development across the University ensuring the institution retains its talent and engages colleagues to deliver excellence for students.

Leading the Cultural development of the organisation to ensure demonstrable values of inclusivity, responsiveness and innovation.

Ensure partnership style commercial relationships with Best practice providers. Ensuring quality and value for money services.

Principal Accountabilities:

AOE leadership
Ensuring a quality and expert service is delivered through the centre of excellence, and monitoring effectiveness and impact in order to continuously improve the value added.

Lead, develop and implement organisational development strategies, providing thought leadership, and innovation in interventions that enable the organisation to become a best practice learning organisation

Leadership of Cultural and behavioural change across the University.

Ensure all aspects of development, cultural change and talent management are focused on diversity and inclusiveness to ensure accessibility to all colleagues.

Strategic Resourcing
Oversee the development and delivery of strategic leadership development programmes for all leaders, along with the development of the University's top 100 leaders (the Senior Team), aligned to the strategic objectives of the University and the Great People Leaders workstream.

Oversee the development, implementation and embedding of succession planning practices, talent management and development programmes across the University to enable it to fully utilise the potential of its people and meet future and changing business needs.

Lead the development and delivery of coaching and mentoring capability within the University, growing the current Coaching Service and championing the benefits of coaching, mentoring and sponsorship.

Learning and development
Enable and ensure the development of interventions focussed on improving line manager competence and capability. Lead the effective implementation and measurement of management capability and reporting on progress to the VCE.

Oversee the development and innovation related to all aspects of the University's competency and behavioural frameworks.

Lead the development of the University's development strategy to ensure staff engagement through career and personal development. Providing career progression guidance, and career pathways accessible to all staff. (Professional services, Academic and academic related)

Ensure the provision on creative, innovative and agile learning interventions that meet the changing cultural and social needs of the business.

**Senior Leadership Duties**

As a key member of the senior HR leadership team develop and execute HR strategy plans to ensure close alignment to institutional priorities through strong collaboration and effective team working.

Oversee the development, delivery and regular review of the L&D business plan, budget planning, workforce plans, risk register and equality and widening access plan.

**Internal and External Relationships:**

Foster and maintain relationships with other external professional bodies, advisers and consultants e.g. UHR, learning and development providers and specialist suppliers. Members of the University Senior Leadership Team, Vice Chancellors Executive and other Senior Officers of the University.

- Equivalent officers in other Universities, nationally.
- External agencies and bodies as relevant to the role including.
- UHR network.
- CIPD national network.
- Represent the University at external conferences in related fields.

**Performance Criteria**

Critical success factors in the role

- Alignment of the Talent and Development Strategy with People First Strategy.
- Delivery of reports and MI requirements efficiently and to plan.
- Support the success of the University strategy by using an approach to Talent and development to imbed cultural change initiatives across the institution.
- Establishing and delivering a high quality AOE services to the People services division.
- Strong well managed budgets.
- Development of key relationships internally and externally.
- Delivery of projects and services to plan and budget.
- To work in collaboration across people services to deliver outcomes that enhance the employee experience in the OU.

**Qualifications, Knowledge and Experience:**

- A/MSc in HRM, Learning & Development, Talent, Organisational Development, Leadership or another relevant subject or equivalent experience within the area of Expertise.
- Experience of coaching at a senior level in a complex matrixed organisation.
- Experience of supplier management and commercial contracts.
- Demonstrable experience of managing projects and delivering successful outcomes.
- Good knowledge of developments and Expertise in Learning, development and talent.
- Very significant experience in a specialist role, operating with a high degree of autonomy within a regulated procedural context.
- Experience of leading cultural change at an organisational level.
- Demonstrable experience of thought leadership and the development of innovative approaches to complex problems.
- Demonstrable commitment to the promotion of equality and diversity.

**Skills, Abilities and Competencies:**

- Proven capabilities as a senior leader and manager, with a proactive flexible and inclusive management style appropriate to the complexity and diversity of the University.
- Flexibility and pragmatism and the ability to deal with Ambiguity.
- Ability to lead continuous organisational change and development.
- Excellent written and oral communication skills, with the ability to present clear, well-structured reports and briefs.
- The ability to build good relationships and partnerships with key influencers across the organisation.
- The ability to make logical, well-balanced and reasoned decisions.
- Able to proactively develop team dynamics and performance, ensuring quality standards are consistently achieved.
- A commitment to people development and the organisational values and behaviours that underpins the culture and value of the University.
- Excellent organisational skills Ability to deliver projects to plan, and cost and quality.
- Emotional resilience.
- Excellent problem solving skills.
- Energy, enthusiasm and confidence.
- A willingness to work flexibly and travel as and when required.