**JOB DESCRIPTION**

**Job Title: Senior Workforce Lead**

**Band/Grade: Equivalent to Band 7 NHS/Grade I TMBC**

**Accountable To: Assistant Director, People & Workforce Development TMBC/HR Director T&GICFT**

**Reports To: Workforce Development & Engagement Manager (TMBC)**

**Tenure: Fixed Term 2 years**

**JOB SUMMARY**

The primary purpose of this role is to support our transformation work across the Tameside and Glossop health and social care economy as we continue our integration journey. The role will require a dynamic and enthusiastic individual to further develop our workforce transformation programme and coordinate and deliver agreed organisational development programme that will involve Organisational Development interventions, facilitating change programmes, team coaching and engagement with staff from across the health and social care workforce, including primary care.

High level organisational skills and the ability to work on your own initiative will be necessary in order to be able to successfully deliver the outcomes of this role

The nature of the post is such that a high degree of autonomy is required of the post holder as are the self-management skills and personal qualities required to function effectively within a small and professional team committed to improving services through organisational development, learning and the development of knowledge and skills.

The post holder will need to work closely with a wide range of stakeholders across health and social care in Tameside & Glossop.

**MAIN DUTIES AND RESPONSIBILITIES**

1. Responsibility for the design, management and leadership of key organisational development programmes and where required learning and development activity in line with the Locality Organisational Development Plan.
2. Produce and deliver project plans, and policies in relation to work streams
3. Oversee the processes and systems to monitor the ongoing effectiveness and improvement of directly delivered OD activities through the application of appropriate techniques including;-formal evaluation, reflective practice, surveys etc
4. Produce and capture evidence as the programmes take place so that patient/service user and staff stories can be evidenced; use of surveys etc. to capture and evidence the changes taking place
5. To take responsibility for the effective delivery of activities and objectives in line with the agreed timeframes
6. Work in collaboration with the Service Improvement Team at the ICFT to identify where OD activities and plans will assist with delivery programmes and implementation plans.
7. Work with the Workforce Development and Engagement Team at TMBC to assist with the delivery with OD programmes of work associated with the transformational work streams.
8. Design, lead and facilitate Locality Engagement events where necessary and required.
9. Assist with consultation plans and programmes where necessary.
10. To provide advice and support on organisational development activity to all partners.
11. Lead and project manage work streams and programme within the agreed work plan and monitor related budgets.
12. Provide leadership, direction and support for the OD programme with colleagues working across partner organisations
13. Work across organisational and professional boundaries with multidisciplinary teams to design, develop, commission and where appropriate, programmes, events and activities to support the implementation of the Locality OD Plan
14. Ensure all development activity is consistent with and our commitment to equality and diversity.
15. Provide direct support for and deputise, where required for the Workforce Leads
16. Provide support guidance and facilitation to staff at all levels including managers, individuals and groups of staff to help implement OD activities and initiatives across the system
17. Identify sources of funding, internal and external, and produce bids in partnership with the Workforce Leads in order to develop and secure new streams of funding. Liaise with external stakeholders and partners to maximise access to specialist support and funding.
18. Undertake cultural and other diagnostics across the organisations to inform OD plans and activities
19. To be able to effectively communicate highly complex sensitive or contentious information
20. To be able to effectively influence senior individuals across the system.
21. To support the Workforce Leads in the development of effective policies and the implementation of processes, systems and programmes in order to deliver the Locality OD strategy
22. Facilitate effective two way communication across health and social care system to further develop a consultative approach and a commitment to partnership working.
23. Develop effective networks across the health and social care community.
24. Undertake a regular analysis of the learning and development needs across the programme, utilising learning plans arising from individual reviews and in liaison with key stakeholders to identify and determine divisional and directorate needs and trends.
25. Liaise with different organisational contacts to ensure the effective management of relevant learning and development information systems.
26. Work with relevant stakeholders and accrediting bodies to ensure appropriate standards are incorporated within the planning, delivery and review of OD activities.
27. Actively maintain awareness and understanding of key initiatives and developments within the sector that impact and influence on the OD and learning and development agenda.
28. Develop and apply organisational development techniques including team coaching and project management to best support and add values to service improvement initiatives and outcomes

# Person Specification – Senior Workforce Lead

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| Attribute | Essential | **Desirable** | **How Identified** |
| **Education/**  **Qualifications** | * Degree qualification or equivalent experience * Portfolio of certificated /accredited professional development activity undertaken in relevant areas. This could include ;-coaching, assessment, MBTI, facilitation, action learning events, team development , personal feedback , assessment , development review | * Management Qualification * Professional Qualification * Project Management Qualification/ course * Member of the Chartered Institute of Personnel and Development or other professional body | Certificates  Application Form |
| **Skills/Abilities** | * A motivational, enthusiastic and flexible facilitator * Demonstrable track record in managing and delivering projects * Effective interpersonal and intrapersonal skills including high degree of self-awareness and self-regulation * To be able to communicate effectively with and influence senior individuals across the organisation * Experienced coach /mentor * Ability to undertake training needs analysis * Ability to devise strategies and policy documents * Ability to facilitate OD events, groups and workshops * Experience in facilitation of learning sets/learning communities * Ability to apply evaluative and reflective techniques to personal practice and events and activities * Understand, interpret and critically analyse data and information * Competent in Microsoft Word, Excel and PowerPoint * The ability to concentrate on a frequent basis within an unpredictable work environment. |  | Interview |
| **Experience** | * Working in a multi professional organisation/environment in a OD, learning and development context for a minimum of 3 years * Significant experience of delivery of training/learning programmes/OD events * Demonstrable experience of contributing to the design and development of learning programmes/courses and workshop content etc. * Experience of facilitation of learning events, groups and workshops | * Experience of working in the NHS/Local Authority * Working within a Learning and Development environment * Implementing talent management and succession planning structures | Application Form  Interview |
| **Knowledge** | * Highly specialised knowledge of Organisational Development theory and practice. * Knowledge of the core principles, methodologies and paradigms relating to OD, learning, training and development * Management and leadership theory and best practice * Knowledge of principles and concepts of Organisational development, tools and techniques * Demonstrable experience of contributing to the design and development of projects, learning programmes/ and OD workshop content etc. * Understanding of the potential and application of competency frameworks and interrelationship with training and learning activity * Awareness of health and social care learning and development agenda * Appraisal/ Personal development planning |  | Interview |
| **Other**  **Requirements** | * Motivated self-starter * Reflective practitioner willing to learn and develop further * Ability to establish and maintain effective relationships and credibility at all levels * Total commitment to the learning and development and OD agenda * Ability to mix delivery of hands on learning and training activity and think strategically. |  | Application Form  Interview |