**Purpose**
The post holder will be a key member of the Organisational Development Team and will be responsible for leading on the development and implementation of designated organisational development and leadership projects and interventions as part of a whole trust wide organisational development strategy.

The post holder will be involved in influencing organisational transformation and change, improving leadership and staff engagement and achieving performance excellence.

Key to this role is the facilitation of organisational change in line with the Trust’s Organisational Development plan and National and Trust wide strategic objectives through coaching, educating and facilitating development interventions for managers and teams at all levels within the organisation.

The post holder will be expected to lead on multiple OD/leadership projects including ILM and BAME programmes, with a high level of discretion and work independently to achieve outcomes.

**Main duties and Responsibilities**

Work with commissioners to establish their OD/leadership requirements and develop and deliver bespoke organisational development/leadership interventions to achieve performance excellence.

Develop and deliver training including Talent Management conversations; Appraisal training; coaching skills and leadership development for managers at all levels.

Provide OD/leadership input into the implementation of the Trust’s strategy and business plans, policies and decision-making to improve organisational health and performance and to embed the Trust’s values and associated behaviours.
Utilise, and where appropriate, develop a range of tools and methodologies which support OD/leadership and workforce development and complement service improvement; embedding good practice across the Trust.

Develop and deliver training on staff engagement activities.

Work with internal and external stakeholders in developing and delivering the transformational change initiatives and supporting workforce management of change programmes as appropriate.

Lead on monitoring and evaluating local and Trust wide performance against agreed targets and national measures, relating to areas of organisational development and leadership and support with the implementation of actions to ensure achievement of all agreed objectives.

Participate in meetings at all levels within the Trust, effectively disseminating all relevant OD/leadership information and research findings.

Ensure that all organisational development and leadership interventions are quality assured and meet the requirements of all internal and external standards and practices.

Promote the use of organisational values, behaviours and where relevant national occupational standard frameworks as a base for learning and organisational development.

Provide an organisational development/leadership development service for all managers and leaders ensuring that organisational development is positioned within the organisational change framework.

Ensure that organisational development and leadership opportunities are accessible to all clinical and non-clinical staff, recognising the diverse needs of the workforce.

Promote a culture of lifelong learning.

Develop and provide necessary training for employees to support continuous improvement, including the design and delivery of leadership programmes and ensure that these opportunities have clearly defined learning outcomes that underpin organisation values and behaviours.

Provide direct facilitation for specific events to both small and large groups.

Plan, organize and deliver complex programmes which impact across all departments across the Trust which impact on service delivery and change.

Be responsible for accurate recording and updating of Organisational Development and leadership development information and systems and effective analysis and reporting to inform future planning.

Ensure the Trust's OD and leadership strategies and interventions are evidence based through effective research and networking.

As a subject matter expert, provide specialist advice and guidance to managers and staff on appropriate organisational development and leadership interventions to meet individual and organisational needs.
In line with the Trust’s values, create and nurture an environment in which staff and patients feel valued and respected.

Maintain and improve Trust performance against key targets in areas relevant to organisational development and leadership development.

Carry out regular audits to establish the impact of implementation of the OD plan and to inform future direction of OD across the Trust.

Ensure relevant national quality and occupational standards relevant to organisational development and leadership development are continuously met.

Produce innovative and effective organisational development and leadership development solutions that are based on best practice and contemporary evidence.

Be responsible for policy development and implementation in relation to organisational/leadership development which impact across services.

Influence stakeholders at all levels within George Eliot NHS Trust and external organisations.

Be responsible for all aspects of line management of the OD Administration Assistant.

Manage OD income and expenditure and be responsible for the procurement of external training and selecting appropriate training providers ensuring quality of training standards and value for money.

**Relationships**

**Internal:** Directors, Heads of Services, H.R. Operations, Recruitment, Workforce Information and Service Managers.

All Trust staff – covering all directorates – at all levels.

**External:** Other NHS Trusts, HEEWM, Awarding Bodies and External training providers

**Special Requirements**

Required to work flexibly to ensure deadlines are met.

Occasional exposure to emotional situations whilst coaching.

Be accountable for own actions ensuring all work is accurate, timely and within own scope of accountability or seek support from a relevant manager, in the absence of manager.

A frequent requirement to concentrate where work is unpredictable whilst developing OD programmes and compiling and analysing reports.

**Additional information**

Trust EXCEL Values and ‘Compact’
The George Eliot Hospital NHS Trust is a value led organisation and as such we expect that all employees will be accountable for upholding the Trust’s values and be responsible for your own attitude and behaviour:

The Trust has launched its own staff ‘Compact’ that will help embed our Values and set out the behaviour and standards that we expect from you and you can expect from everyone else. It applies to everyone, regardless of work area, specialty or seniority.

It is not a set of rules. It is a set of expected behaviours drawn up in consultation and ratified by our staff-side representatives and is a ‘two-way’ approach which aims to give staff the confidence to challenge inappropriate behaviours if they experience it from colleagues, managers or staff. It is based on our own EXCEL values and expresses those behaviours that reflect our values which were developed by our own workforce.

It will be signed by all staff joining the Trust and be part of existing employees’ appraisals.

**Sustainable Development**

It is the responsibility of all employees to support the Trusts’ vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources.

**Criminal Records**

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. As George Eliot Hospital NHS Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, applicants who are offered employment (subject to meeting disclosure criteria), will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

**Confidentiality and Data Quality**

To comply with the Data Protection Act 1998 and NHS Confidentiality guidelines e.g. Caldicott, General Medical Council (GMC), the post-holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Service business, including commercially sensitive data.
All employees must ensure that they are familiar with and comply with the duties and responsibilities outlined in the Trust’s policy and procedures on Information Governance. In particular, ensuring that all information collected, stored and used is done so in accordance with the Trust guidelines, including password protection and encryption.

This obligation shall continue in perpetuity.

All staff have a responsibility to ensure that the quality of data is maintained and to take an active role in the identification of, reporting and resolution of any data quality issues.

Breaches of confidence will result in disciplinary action being undertaken, which may result in dismissal. Regardless of any disciplinary action taken, a breach of confidence may also result in a civil action for damages.

The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. All employees must take responsibility for any request for information that they receive and respond in line with the Trust’s Freedom of Information Policy and Guidance.

**Records Management**

As an employee, you are legally responsible for all records that you gather, create or use as part of your work within the Trust and they remain the property of the Trust. This includes patient, financial, personal and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users. You should consult the Trust’s Corporate Records Policy and ask for guidance from your manager if you have any doubt about the correct management of records with which you work.

**Health and Safety & Fire Safety**

Employees must be aware of their general duties under the Health and Safety at Work etc. Act 1974, to take reasonable care of themselves and others around them, co-operate with the Employer in relation to Health and Safety and adhere to safe systems of work. In addition they should ensure that they are aware of their roles in relation to the Management of Health & Safety at Work Regulations 1999, in relation to specific duties for carrying out risk assessments and risk mitigation commensurate to their role.

The post holder is required to comply with agreed fire procedures, taking appropriate action if the fire alarm sounds and attend relevant training programmes as required.

**Risk Management**

Staff have a responsibility to:

- Report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken;
- Take part in risk assessments in relation to the tasks that are undertaken, with a view to identifying the associated potential risks;
- Attend training in risk management as appropriate to their grade;
- Promote an open and honest “fair blame” culture;
• Adhere to the responsibilities within the Risk Management/Health and Safety and other relevant policies ratified by the Trust Board and to attend appropriate mandatory training to facilitate this;
• Attend relevant risk management training to ensure that they are able to undertake their risk management and health and safety responsibilities in line with legal requirements;
• Ensure that external standards such as NHSLA Risk Management Standards, Clinical Negligence Scheme for Trusts (CNST) Controls Assurance and Care Quality Commission (CQC) Healthcare regulations (Outcomes) are met and that resources are made available to improve service delivery;
• Ensure that they are active within their roles to promote a positive risk management culture throughout the Trust;
• Monitor and continue progress to attain higher level of achievement and compliance against external standards and legislative requirements.

Safeguarding Children, Young People and Vulnerable Adults

The Trust has a clear commitment to safeguarding children, young people and vulnerable adults. All employees will have an organisational and individual responsibility towards safeguarding children, young people and vulnerable adults with whom they have contact with. To fulfil these duties all employees must attend training and development to recognise the signs and symptoms of abuse or individuals at risk; to follow local and national policies relating to safeguarding practice; and to report and act on any concerns they may have.

Infection Prevention and Control

The jobholder must comply at all times with the George Eliot Hospital NHS Trust Infection Control policies, in particular, by practicing Standard (Universal) Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

All employees must attend infection control training as required within their department or as directed by their line manager. In addition, employees with clinical responsibilities must ensure that they hold up to date evidence that supports safe infection control practices and procedures, including correct use of Personal Protective Equipment (PPE), use if aseptic techniques, safe disposal of sharps and management of patients with communicable infections.

Employees are required to report any breaches or concerns promptly using the Trust’s incident reporting system.

Equality, Diversity & Human Rights

George Eliot Hospital NHS Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. George Eliot Hospital NHS Trust welcomes applications from diverse candidates. The Trust has a clear commitment to equal opportunities and it is the duty of every employee to comply with the detail and spirit of the Trust’s policy.

Employees will have the right to be treated equitably and with dignity and respect in all areas of employment, regardless of age, gender, disability, ethnic or national origin, religious belief, sexual orientation, HIV status, social and employment status, gender reassignment, political affiliation or trade union membership.

Conflict of Interest
The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

**No Smoking**

The Trust acknowledges its responsibilities to provide a safe, smoke free environment for its employees, patients and visitors and is therefore committed to a No Smoking Policy. All Health Service premises are considered as non-smoking zones and smoking is not permitted in any part of the premises or grounds.

Staff can only smoke/vape out of working hours and off-site where they are non-identifiable as a member of the Trust. All staff have a responsibility to support the policy with their own behaviour and, to communicate it to others on site.

Assistance and support will be given to any members of staff who wish to give up smoking.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.