

# Assistant Director, NHS Employers

## Development and Employment: Organisation Development

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Reports to: Director of Development and Employment, NHS Employers

Location: Agile working (office base Leeds or London)

### About NHS Confederation, NHS Employers and the Development and Employment team

The NHS Confederation is the membership organisation that brings together, supports and speaks for the whole healthcare system in England, Wales and Northern Ireland.

The development and employment team in NHS Employers contributes to the delivery of quality patient care through supporting effective organisational development, recruitment and employment practice and staff experience in the NHS in England.

We do this by supporting employers to be:

- open and inclusive employers in their attraction and recruitment practices;
- improve the experience of their people, and hence their patients;

### About the role

This Assistant Director is (in conjunction with other senior team members) responsible for:

- Leading the team in line with our values
- Using knowledge and expertise to enhance the work of the team and wider organisation
- the development and delivery of all elements of work within the areas of direct programme responsibility
- developing, delivering and sustaining high quality resources and support to workforce leaders and OD practitioners in the NHS to improve patient care through effective, evidence based practice.

They will:

- lead and deliver DoOD for the NHS : to support the current and future needs of the profession and employers
- ensure OD principles and practice are incorporated within the wider workforce experience and supply offer provided to employers
- Support workforce leaders to embed leading OD practice in their organisations

- Work closely with the team at NHS England to ensure that the OD programme complements and enhances the HR/OD professional development offer led by NHS England.
- Ensure the OD offer is evaluated and demonstrates impact

The postholder will be a member of the NHS Employers Business Team, a group of senior colleagues who work together to support NHS Employers Directors and ensuring we achieve the organisation's goals.

## Accountabilities

### 1. Key relationships

The post requires the building and maintaining of good working relationships with a broad range of internal and external stakeholders:

#### External

- Department of Health and Social Care staff experience leads (commissioner)
- Professional development team within NHS England
- Relevant programme leads within wider NHS England team eg system devt, transformation teams, regional leads
- NHS workforce leaders and other senior staff in health and care organisations
- Leading subject matter experts outside of the health sector (eg CIPD, ODN Europe)

#### Internal

- Development and Employment Team members
- Business team members
- All Directors of NHS Employers
- Other programme heads
- Relevant heads of teams across the NHS Confederation and its networks

### 2. Programme leadership and delivery

Lead and deliver Do OD: Do OD supports those individuals who are developing organisations and systems to be better practitioners and make a positive impact on patient care. We ensure the ambitions of national workforce policy and the professional development strategy are at the heart of our work.

We take a systems approach to our work, ensuring that curiosity, creativity, courage and co-production is present in all we do. We help OD practitioners to raise their ambition and deepen their practice.

- Develop plans for the delivery of the work programmes including identifying interdependencies, managing risks, modelling the potential impacts on the wider organisation, determining resource requirements and as budget holder, ensure effective financial management in line with the NHS Confederation policies.
- Ensure relevant key performance indicators are agreed and evaluation mechanisms developed and delivered for all work programmes.
- Liaise with commissioners to deliver appropriate review and governance requirements.
- Manage governance in relation to all commissioned work.
- Through evaluation and feedback, propose changes to ensure the work continually evolves to meet the community needs and help OD practitioners in the NHS develop their practice.

### 3. Ways of working

- Provide direction to the operational delivery of work within the team supporting and ensuring alignment across other NHS Employers' work programmes and policy initiatives.
- Engage with key national policy makers and stakeholders and to inform an evidence based development and the continuous improvement of new programmes of work
- Engage with employers across the NHS to listen to views and ideas: using insights to inform conversations around national policy development
- Represent the views of employers, underpinned by intelligence and evidence, to inform and shape policy development.
- Identify examples of national and international best practice to ensure that the NHS benefits from relevant innovations in OD/workforce policy and people practices.
- Develop and champion new initiatives or projects as necessary

#### **4. Actively seek and progress new strategic work opportunities and partnerships**

- Identify, assess and filter opportunities for business development and new contracts that fit and support NHS Employers' core business, liaising with colleagues across the organisation as appropriate
- Manage relationships with potential and existing clients/partners in a way which encourages confidence in the ability of NHS Employers to deliver new and continuing programmes of work which provide a tangible benefit to the organisation.
- Develop business plans for new programmes of work which take into account finance and programme delivery targets.

#### **5. Act as a senior leader and people manager within directorate and across organisation**

- Values based people manager and leader
- Facilitate change and support organisational development and uptake of initiatives that support excellence within the team and across the organisation
- Ensure activity for the team fits within the strategic direction of the organisation – within the priorities outlined within the business plan and aligning to the organisation values.
- Contribute to the development of the business of NHS Employers and business development opportunities as they arise
- Provide leadership across NHS Employers and the NHS Confederation as appropriate by taking part in, and where appropriate leading, wider organisational development activities and other activities outside the remit of the specific work areas.

## **Person Specification**

The postholder will have:

#### **Essential Criteria:**

- Experience of leading programmes of work to support others to deliver organisational development, change and improvement in the NHS
- Knowledge of OD theory and practice; experience of applying this in a real world setting
- Experience of building effective relationships and working in partnership in a complex and political environment

- Experience of representing an organisation or members views to policy makers and adjusting approaches accordingly
- Experienced and skilled in leading and managing people/teams effectively
- Governance and budget management experience
- Senior OD practitioner who is skilled in developing and delivering programmes of work to support the professional development of others
- Highly developed communication skills, including written and oral, with the ability to generate confidence with wide range of stakeholders
- Influencing and negotiating skills and listening, engagement and facilitation skills
- Ability to develop and maintain relationships with wide range of internal and external stakeholders
- Ability to prioritise and manage conflicting priorities

**Structure chart**

