

AIREDALE NHS FOUNDATION TRUST JOB DESCRIPTION

Job Title:	Organisation Learning and Development Lead
Reports to:	Senior Organisation Learning & Improvement Lead
Accountable to:	Director of People and Organisational Development
AfC Band:	7
Directorate:	People and Organisational Development
Location:	Airedale General Hospital (and associated community sites)

1. JOB PURPOSE

The post will provide support to the Senior Learning and Improvement Lead and other appropriate Directors/Managers by supporting the development, delivery and evaluation of Learning and Development programmes.

The post-holder has a lead role in the supporting of cross trust transformational learning Improvement and development programmes/projects as defined in the organisation's strategy.

In pursuing these duties the post holder will ensure compliance with the NHS Constitution and be familiar with the NHS England Guidance 'Understanding the new NHS' (details of which can be found in the links section of NHS Jobs).

2. JOB DIMENSIONS

The OLI lead will be a key member of the Organisational Learning & Improvement team with responsibility to support the organisation in identifying leadership development and management development needs to support the delivery of the PeopleStrategy.

As a manager within the Organisational Learning and Improvement team the post holder will both develop and contribute to an environment that promotes collaboration, a just and learning culture and the achievement of continual improvement.

The post holder will demonstrate facilitation skills, compassionate behaviours and respect. They will have the ability to work independently with confidence.

The post-holder has leadership responsibility within the Organisational Learning and Improvement Team, providing the appropriate information support and will deputise for the Senior Organisation Learning Lead.

The postholder will:

- Lead and project manage specified programmes within the OLI team. This requires the ability to plan and organise a broad range of complex activities within strategic context, adjusting as required.
- Ensure measurable outcomes are in place and fit for purpose (including balancing quality measures) for all projects undertaken, and to ensure that priority is given to work where there is significant transformational value to the organisation.
- Work closely with groups and assist operational staff to enable and support the delivery of both organisational and divisional level objectives.
- This will include using coaching skills and OD methodology, measurement for improvement, and development skills to the divisional management and clinical teams to ensure sustainability of changes made.
- Present and report to appropriate Committees on progress with projects.
- Work with divisional managers to coordinate and manage the delivery of project tasks to ensure outcomes are delivered.
- Lead the design and delivery of key trust wide development programmes for example; leadership development programmes, coaching, great place to work and other initiatives as they arise.

3. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

The key knowledge, skills and experience needed to undertake the role are listed in the person specification and are identified as essential or additional / useful.

The essential requirements represent the elements necessary for the safe and effective performance of the job.

The additional / useful requirements represent elements that contribute to improved or immediate performance in the job upon recruitment.

Essential – See Person Specification

Additional/Useful – See Person Specification

4. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

Main Duties / Areas of Responsibility

1. To support the Senior Organisation Learning and Improvement Lead with the overall learning and development strategy for the organisation and the delivery to achieve the targeted level of improvement.
2. Work with a high degree of autonomy as an OD specialist, managing workload on a day to day basis and using initiative in the planning and development of projects/programmes and change plans.
3. Active involvement through the provision of support, information and advice on trust wide and directorate led initiatives and jointly agreeing the proposed outcomes.
4. Ensure appropriate governance arrangements are in place for specific workstreams
5. Use knowledge of change management, OD and development where appropriate to support initiatives across the Trust, carrying out work in a manner that maintains and promotes quality, and which explicitly drives delivery of Trust strategic objectives.
6. Engaging with the appropriate disciplines within the organisation to secure the necessary level of involvement. Developing strong working relationships across all levels within the organisation.
7. To acquire, collate and interpret highly complex, sensitive or contentious information for dissemination and communication throughout the organisation to multi-disciplinary teams of clinical staff, senior managers and/or large groups of other staff where significant barriers to acceptance may exist.
8. Develop the capability of the OLI team in relation to new service redesign and organisational development methodologies, tools and techniques.
9. Draw on technical expertise available both internally and externally to support the development of proposals.
10. To support on the planning and implementation of service developments to modernise services, improve quality and deliver cash releasing savings.
11. To support on the strategic planning for specific areas of work within the organisation in line with national and corporate objectives.
12. To support on the collation and utilisation of effective benchmarking information and to develop, communicate and promote its use throughout the organisation. This will include both quantitative and qualitative data.
13. To explore the opportunities arising from strategic partnerships and to coordinate and support the resulting work streams.
14. Develop own personal network outside the organisation and act as a representative for the trust in key systems forums including but not limited to organisational development and improvement networks across Airedale, Bradford and West Yorkshire and Harrogate Health and Care Partnership.

15. Contribute towards creating a culture of continual learning and improvement by participating in and facilitating learning opportunities and forums inside and outside the organisation.
16. Adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
17. Other duties commensurate with the role

5. KEY RESULT AREAS

The key result areas for the post are identified annually through the objective setting and appraisal process

6. COMMUNICATION & WORKING RELATIONSHIPS

Communications will involve highly complex and contentious information where agreement or co-operation are required and will be:

- Face to face telephone or digital platforms eg. MS Teams, Google meet, Zoom
- Within formal and informal meetings
- Written, letters, memorandum, e-mail, and reports
- Presentations

Ability and commitment to develop and maintain excellent working relationships across a wide variety of disciplines detailed below:

Internal: All areas of the organisation

Executive Directors

General Managers & other Senior Managers / Budget Holders

Clinical & Medical Staff

Other Support departments such as Finance, Human Resources, IT

External: Clinical Commissioning Groups

Other NHS & Foundation Trusts

NHS England and Department of Health

NHS Improving Quality

Yorkshire and Humber Academic Health Science Network

Suppliers of goods & services

Strategic Partners

Other Government Departments

7. SPECIAL WORKING CONDITIONS

The special working conditions will include:

- An expectation that the post-holder will work flexibly and undertake to work the hours required to fulfil the role.
- The requirement to attend meetings/visit departments on all hospital sites, sometimes outside normal working hours.

Professional Registration/Codes of Conduct

Be aware of and comply with the relevant codes of conduct and practice set up by your professional regulatory body and maintain up to date professional registration appropriate to

the post. Any breach of these codes may lead to action by the Trust independent of any taken by the regulatory or professional body.

Safeguarding Children & Adults

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

Health & Safety

You are required to: co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and that of other persons who may be affected by your actions, to carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

In the course of your work you are to bring to the attention of your supervisor or manager:

- Any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.
- Any matter which reasonably could be considered to represent a shortcoming in the Trust's health and safety protection arrangements.

Manual Handling

Manoeuvre **light** goods and equipment in accordance with manual handling regulations and good practice

Equal Opportunities

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

Infection Prevention and Control

Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

Mandatory Training

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

Information Governance

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility.

Any other duties necessary for the successful performance of the role.

Restriction on Smoking

The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.

Person Specification

Job Title	OLI Lead
Band	7
Department/Group	POD Directorate
Location	AGH, Trust Wide
Weekly Hours	37.5
Summary of role	The post will provide support to the Head of OD Learning and Improvement and other appropriate Directors by organising and supporting on the development of Service Improvement, Learning and OD initiatives within the organisation to secure its Financial, Access and Quality objectives.

Criteria:	Essential	Additional/Useful	Evidence obtained from:
Qualifications & Experience	<ul style="list-style-type: none"> • Masters level study in HR/OD related field or equivalent knowledge and experience. • Experience of working in an NHS or public sector organisation and understanding of current NHS context • Experience of managing complex workforce related projects • Evidence of commitment to continued professional development and seeking opportunities to enhance skills. • 	<ul style="list-style-type: none"> • PRINCE II project management or equivalent • Advanced ECDL or equivalent. • Experience of working in different parts of the healthcare system • Experience and knowledge of Organisational Development theory and practice • Registered member of Professional body such as CIPD • Professional training/Teaching and/or Facilitation Qualification or equivalent experience • Coaching Qualification or equivalent Knowledge and experience • Knowledge and experience of using improvement methodologies ie. Model for Improvement. 	Application / Interview

Criteria:	Essential	Additional/Useful	Evidence obtained from:
	<ul style="list-style-type: none"> • Experience of quantitative and qualitative data audits/analysis for benchmarking and performance monitoring processes. • Experience of developing and managing people. 		
Skills & Abilities	<ul style="list-style-type: none"> • Ability to develop and sustain effective working relationships at all management levels. • Extensive knowledge of healthcare • Ability to work on a number of projects simultaneously and deliver to agreed timescales. • Ability to effectively contribute to a variety of teams demonstrating excellent communication and presentation skills, both written and orally. This may be to small or large groups • Ability to motivate and encourage collaborative working to improve services/performance where there may be resistance to change. • Ability to prepare written documents and complex proposals that are clear and easily understood. • Ability to receive and communicate highly complex or sensitive information in a multi-disciplinary working environment • Ability to negotiate and influence others in an appropriate manner with the confidence to manage different views and opinions in order to effect change and improvement. • Ability to foster an environment that promotes a just and learning culture • Ability to foster collaborative working across the health economy to improve services/performance • Ability to interpret complex information. • Ability to understand and analyse complex organisational and service issues 	<ul style="list-style-type: none"> • Proven use of databases for data collation, retention and extraction • Development and implementation of teaching programmes for change systems including programmes to inform clinical practice. • Experience of managing a budget. • 	Application / Interview

Criteria:	Essential	Additional/Useful	Evidence obtained from:
	<ul style="list-style-type: none"> • Conversant in IT software systems e.g. Microsoft Office including excel, word and PowerPoint. • Ability to work innovatively and have the capacity to identify radical alternatives. • Ability to plan, prioritise and coordinate a broad range of complex activities to tight deadlines. • Ability to deliver change by working through and supporting others. • Excellent influencing and negotiation skills • Ability to co-ordinate and facilitate/chair meetings and workshops with a range of stakeholders, including public and patients • The ability to multi-task by managing a wide range of responsibilities 		
Attributes & Behaviours:	<p>A demonstration of the following attributes / behaviours:</p> <ul style="list-style-type: none"> • Professionalism & integrity • Compassionate & Inclusive • Partnership working • Flexibility & adaptability • Creativity and innovation • Self motivated • Diplomatic and political awareness • Committed to high work standards • Personal credibility and authority • Resilience • Highly organised with excellent time management • Highly developed and proven leadership skills • Excellent communication skills • Ability to initiate and sustain effective interpersonal and professional relationships • Calm , diplomatic • Assertive 		Application / Interview

Criteria:	Essential	Additional/Useful	Evidence obtained from:
	<ul style="list-style-type: none"> Team player 		
Other Requirements:	<ul style="list-style-type: none"> Able to fulfil Occupational Health requirements for the post. Able to work flexibly across hospital sites 	Access to own transport	Application / Interview/ Occupational Health Screening