Job profile

Post  Deputy Director, People and Transformation (M2 grade)

Line Manager  Chief Executive

Purpose  To provide a high-quality People & Organisational Development service and support cultural and organisational improvement

Key responsibilities

1. Lead the strategic development and professional oversight of the People and OD function.

2. Ensure our People and OD policies, strategies and approaches enable a high performing, agile and engaged workforce and facilitate transformational change across SFC.

3. Lead on the development of SFC’s people and organisational practices to ensure SFC attracts, retains and invests in the workforce to fulfil our strategic objectives.

4. Working in close partnership with our recognised trade union, drive a culture of positive employee relations and employee engagement.

5. Provide OD advice and support on the development of the organisation’s target operating model, ensuring vision, people, systems, processes and policies are aligned for maximum effectiveness and performance and so that traditional thinking is challenged and innovation pursued.

6. Drive positive cultural change, embodying and promoting the values and behaviours of SFC and empowering staff to reach their full potential.

7. Oversee the development of a new, modernised L&D framework (approach, strategy, policy and plans) which is informed by the latest thinking and practice and which drives a culture of continuous learning and improvement and personal accountability for L&D.

8. Ensure systems and frameworks are developed to evaluate the effectiveness of OD, L&D and other strategies, plans and interventions in order to measure impact and ensure added value.

9. Shape and develop the People and OD function, including through digital modernisation, to meet current and future needs.
Skills, qualifications and experience

- (M)CIPD or equivalent qualification/experience.
- Substantial experience of leading and improving HR and People functions across a broad spectrum of activity including HR operations, change management, business partnering, workforce planning, organisational design, learning and development, employee relations and reward.
- Evidence of success in shaping the delivery of People and OD services to ensure efficient and progressive approaches.
- Effective track record of working in partnership with trade unions.
- Exceptional people leadership and interpersonal skills with a demonstrable ability to motivate, develop and inspire people to deliver outstanding performance.
- Evidence of success in advancing equality and creating an inclusive environment.
- Highly developed influencing skills, able to listen and influence, persuade and challenge, and negotiate.
- Positive, inclusive and collegiate leadership style.
- Ability to work at pace and manage multiple tasks.

Additional information

The post-holder will contribute proactively to the collective leadership of the organisation as a member of the Senior Management Team. SFC is an organisation of around 120 staff and is responsible for public funding of around £1.9bn per annum. The post-holder will have a small team of around 6 in total, although this is likely to increase to support change across the organisation. The post-holder will report direct to the CEO in the first instance, while structures evolve.

Status of Job Profile

This profile has been created to describe, in outline, the nature of appointments at this level. It is an indicative document and the exact nature of these duties will vary with time and from post to post. Post-holders will be expected to carry out any work that is commensurate with their grade or that may reasonably be required of them.

Committed to equality of opportunity