

## **The University**

At Durham University we are proud of our people. A globally outstanding centre of educational excellence, a collegiate community of extraordinary people, a unique and historic setting – Durham is a university like no other. We believe that inspiring our people to do outstanding things at Durham enables Durham people to do outstanding things professionally and personally. Across the University we have a huge variety of roles and career opportunities, which together make us a large and successful community, which is a key hub of activity within our region and nationally. We would be thrilled if you would consider joining our thriving University. Further information about the University can be found [here](#)

## **The Role and Department**

People are the most important asset of Durham University, and our Human Resources and Organisation Development (HROD) Department is pivotal in ensuring that we attract, recruit, develop, reward and retain the very best talent from across the world into our University community. Building on our bold and ambitious University Strategy, a key role of HROD is to secure the University's strategic aim, 'to be a world leading employer' by ensuring that our staff can reach their full potential. The HROD Department plays a lead role in creating a working environment for our staff (and potential staff) which is supportive, stimulating and informative which provides for creative and innovative employment practices and opportunities. Our aim is to make sure that Durham University is a great place to work.

Further information about the role and the responsibilities is at the bottom of this job description.

## **Working at Durham**

A competitive salary is only one part of the many fantastic benefits you will receive if you join the University: you will also receive access to the following fantastic benefits:

- 30 Days annual leave per year in addition to 8 public holidays and 4 customary days per year – a total of 42 days per year.
- The University closes between Christmas and New Year.
- We offer a generous pension scheme, As a new member of staff you will be automatically enrolled into the University Superannuation Scheme (USS).
- No matter how you travel to work, we have you covered. We have parking across campus, a cycle to work scheme which helps you to buy a bike and discount with local bus and train companies.
- There is a genuine commitment to developing our colleagues professionally and personally. There is a comprehensive range of development courses, apprenticeships and access to qualifications and routes to develop your career in the University. All staff have dedicated annual time to concentrate on their personal development opportunities.
- Lots of support for health and wellbeing including discounted membership for our state of the art sport and gym facilities and access to a 24-7 Employee Assistance Programme.
- On site nursery is available and access to holiday camps for children aged 5-16 throughout the year.
- Family friendly policies, including maternity and adoption leave, which are among the most generous in the higher education sector (and likely above and beyond many employers).
- The opportunity to take part in staff volunteering activities to make a difference in the local community
- Discounts are available via our benefits portal including; money off at supermarkets, high street retailers, IT products such as Apple, the cinema and days out at various attractions.

- A salary sacrifice scheme is also available to help you take advantage of tax savings on benefits.
- If you are moving to Durham, we can help with removal costs and we have a dedicated team who can help you with the practicalities such as house hunting and schools. If you need a visa, we cover most visa costs and offer an interest free loan scheme to pay for dependant visas.

## **Durham University is committed to equality, diversity and inclusion**

Our collective aim is to create an open and inclusive environment where everyone can reach their full potential and we believe our staff should reflect the diversity of the global community in which we work. As a University equality, diversity, and inclusion (EDI) are a key part of the University's Strategy and a central part of everything we do. We also live by our values and our Staff Code of Conduct. At Durham we actively work towards providing an environment where our staff and students can study, work and live in a community which is supportive and inclusive. It's important to us that all of our colleagues are aligned to both our values and commitment to EDI.

We welcome and encourage applications from members of groups who are under-represented in our work force including people with disabilities, women and black, Asian and minority ethnic communities. If you have taken time out of your career, and you feel it relevant, let us know about it in your application. If you are a candidate with a disability, we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to support the interview process wherever it is reasonable to do so and, where successful, reasonable adjustments will be made to support people within their role.

## **What you need to demonstrate when you apply/Person Specification**

When you apply it is important that you let us know what skills/experience you have from a similar role and/or what skills/experience you have which would make you right for this role. Further information about the role and responsibilities is at the end of this job description.

In order to be considered for interview, candidates must evidence each of the essential criteria required for the role in the person specification.

In some cases, the recruiting panel may also consider the desirable criteria, so we recommend you evidence all criteria in your application.

## **Essential Criteria**

### **Qualifications/Experience**

1. Educated to degree level (or equivalent experience).
2. Professional Organisation Development / Learning and Development (OD/L&D) practitioner with knowledge and expertise in the delivery and development of learning and organisation development initiatives within a complex organisation.
3. Experience of implementing policies and procedures and supporting change and service improvements.
4. Experience of providing specialist advice and guidance to a range of customers and colleagues, including more senior colleagues.
5. Experience of participating in internal or external networks to share and discuss good practice, develop strong and productive working relationships and positively influence the University's reputation.
6. Experience of managing and developing a team or teams and/or line management qualification.

### **Skills/Abilities/Knowledge**

7. Excellent spoken and written communication skills including the ability to develop effective working relationships, both internally and externally.
8. Strong digital competence across a range of digital devices and apps including digital communication tools, Microsoft 365 applications, business systems.
9. Committed to continuing professional development to maintain professional recognition within OD/L&D.
10. Knowledge and experience of ensuring compliance with regulatory and organisational policy and guidelines.
11. Ability to solve problems and decide on and plan appropriate solutions.

### **How to Apply**

To progress to the assessment stage, candidates must evidence each of the essential criteria required for the role in the person specification above. It will be at the discretion of the recruiting panel as to whether they will also consider any desirable criteria, but we would urge candidates to provide evidence for all criteria. Please don't forget to check if there is any weighted criteria (see above).

While some criteria will be considered at the shortlisting stage, other criteria may be considered later in the assessment process, such as questions at interview.

### **Submitting your application**

We prefer to receive applications online. We will update you about your application at various points throughout the selection process, via automated emails from our e-recruitment system. Please check your spam/junk folder periodically to make sure you have not missed any of our updates.

### **What you need to submit**

- A CV: and
- A supporting statement or covering letter which outlines how you meet all of the criteria within the Person Specification.

### **Contact details**

For a chat about the role or any further information please contact Claire Hunter Head of Organisation Development Business Partnering [claire.l.hunter@durham.ac.uk](mailto:claire.l.hunter@durham.ac.uk)

### **Typical Role Requirements**

#### **Service Delivery/Development**

- Show a commitment to equality, diversity and inclusion and the University's values.
- Review and look for ways to improve systems and procedures that are relevant to your area of work in line with the University's frameworks and Regulations.
- Manage the administration of the delivery of Organisation Development services, activities and events across the University to a high standard to ensure alignment with strategic action plans.
- Provide the best possible service by continually reviewing what is required from Organisation Development senior managers and other members of staff and others who you work with and contribute to ideas and service improvements.
- Work with your team to look for ways to improve processes, techniques, and outputs/results across all areas of your work.

- Provide proactive and comprehensive Organisation Development support in the form of Organisation Development interventions to stakeholder groups to enable them to achieve strategic and operational priorities, delivering activities and events where possible, or collaborating with external facilitators as needed.
- Responsibility for implementing strategic projects at the operational level.

### **Planning and Organisation**

- Manage the delivery of operational activities carried out by the Organisation Development Administration Hub specified services which you are responsible for.
- Contribute to the Organisation Development plan and provision, ensuring it is aligned to the strategic direction of the university.
- Contribute to progressing the strategic and operational priorities of the Organisation Development team.
- Review data on the level of service provided by the Organisation Development team to recommend areas for future improvement.
- Manage budgets and expenditure including buying (and returning) goods and services.
- Plan and manage all aspects of the Open Course Training Programme, including all activities and events, each academic year.

### **Team Development**

- Manage and monitor the performance, workload and expected outcomes of the Administration Hub and take action to respond to anything that impacts on the service level provided.
- Ensure that your team can deliver the required services by devolving and delegating responsibilities to appropriate team members.
- Carry out regular performance reviews to provide feedback on objectives and expectations and identify any development needs.
- Ensure that your team continues to develop by coaching and mentoring team members and delivering any training needs.
- Support the welfare and wellbeing of your team referring more complex issues to specialist services.

### **Communication/Liaison**

- Provide advice and share guidance with your stakeholders to ensure that the University's policies, procedures and regulations are complied with.
- Use your operational expertise to participate in business meetings, working groups and sub-committees.
- Coordinate and oversee committees and other business meetings and deal with any related complaints.
- Update policies and procedures in response to any internal or external changes.
- Create positive working relationships, including internal and external networks, using your networks to increase your knowledge and skills and swap information with peers.
- Liaising with external providers to ensure the efficient and effective delivery of the Open Course Training Programme.
- Promotion of the Open Course Training programme to Durham staff.
- Any other reasonable duties.

### **DEVELOPMENT ROLE**

This role may be considered as a development role at a Grade 6. The successful candidate will have the ability and potential to develop the organisation development attributes and skills at Grade 7 by undertaking a development plan. The development plan will be created in conjunction with the successful candidate, focusing on the requirements of the Grade 7 role, and taking into account their individual needs. This plan will be regularly reviewed and form the basis of the assessment to move to the Grade 7 role, the length of the development period will be discussed and agreed on appointment of the successful candidate.

While undertaking the development role the post-holder will undertake the role requirements of a Grade 6 Organisation Development Officer the job description for which is available [here](#). Upon successful completion of the development programme and plan, the post-holder would move to the Grade 7 post (Organisation Development Adviser),

If the post-holder is unable to meet the full requirements of the Grade 7 post at the end of the development process, subject to performance, they may be retained in the Grade 6 post.

When appointing to this role the University must ensure that it meets any applicable immigration requirements, including salary thresholds which are applicable to some visas.

Please note that in submitting your application Durham University will be processing your data. We would ask you to consider the relevant University Privacy Statement [Privacy Notices - Durham University](#) which provides information on the collation, storing and use of data.