

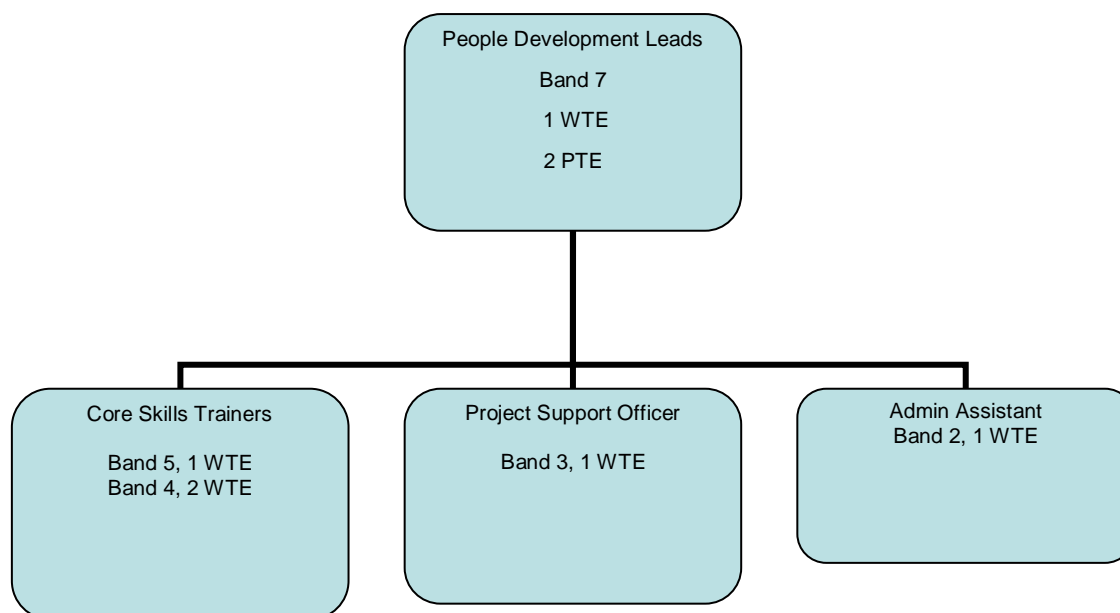
Job Description

Job Title: People Development Lead
 Band: Band 7 (*subject to AfC evaluation*)
 Hours: 37.5 per week
 Department: People Development Team, Organisational Development Service
 Division: Workforce & Organisational Development Directorate
 Base: Royal Bolton Hospital

Document History

Version	Date	Notes
v1.0	25/03/2024	Creation of v1.0 final JD for external posting

Organisational Chart:



Reporting Arrangements:

Accountable to: Head of People Development

Liaises with: Divisional HR Business Managers, colleagues working within the Workforce & OD Directorate, Communications Team, Divisional & Clinical leads, employees, managers, trade union representatives and partner organisations.

Job Summary

The post holder will :

Use their specialist knowledge and understanding of people development, with an engaging and creative style and approach to lead the design, delivery, development and evaluation of the Trust's leadership development offering, in a way that meets personal, cultural and operational needs for current and aspiring leaders.

Lead the development of a holistic, effective and engaging learning offer, to complement Compulsory and Trust Mandated Training requirements, that connects and effectively utilises available external resources in order to meet both the current and future needs of the Trust.

Co-ordinate a range of development activities, for individuals, networks and teams, such as projects, coaching, 360 feedback facilitation, action learning sets, behavioural and psychometric tools, conference support, face to face and virtual learning delivery, together with any other applicable learning and development activities.

Maximise opportunities for online and digital learning as part of a full blended learning offering.

Collaborate with divisional stakeholders to undertake learning needs analysis diagnostics to support the delivery of effective and impactful learning interventions.

Lead the delivery of the Apprenticeship Strategy.

Have responsibility for the relationship and contract management of relevant external partners, to achieve a high quality and value for investment service, in accordance with the Trust Procurement policy.

Lead the learning administration function and ensure systems and processes are modern, effective and efficient and subject to period operational review.

Provide effective and proactive personal learning leadership that aligns with, and empowers the Trusts' People Plan, Organisational Strategy, Clinical Strategy, Locality Strategy and Organisational Values.

Our Values

Vision

- We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable.*
- We make decisions that are best for long-term health and social care outcomes for our communities*

Openness

- We communicate clearly to our patients, families and our staff with transparency and honesty*
- We encourage feedback from everyone to help drive innovation and Improvements*

Integrity

- We demonstrate fairness, respect and empathy in our interactions with people*
- We take responsibility for our actions, speaking out and learning from our mistakes*

Compassion

- We take a person-centred approach in all our interactions with patients, families and our staff*
- We provide compassionate care and demonstrate understanding to everyone*

Excellence

- We put quality and safety at the heart of all our services and processes*

- *We continuously improve our standards of healthcare with the patient in mind*

Duties and Key Responsibilities

1. Have overall responsibility for ensuring that the learning offer is relevant and impactful.
2. Lead the development of a new, effective and engaging learning programme to complement Compulsory and Trust Mandated Training requirements connect available external resources and meet the current and future needs of the Trust.
3. Lead the design, development, delivery, evaluation, implementation and embedding of the Trusts Leadership Development programme, in a way that meets personal, cultural and operational needs for all current and aspiring leaders.
4. Co-ordinate a range of development activities, for individuals, networks and teams, such as projects, coaching, action learning sets, behavioural and psychometric tools and conferences, face to face and virtual learning delivery, together with any other applicable learning and development activities.
5. Maximise opportunities for online and digital learning as part of a full blended learning offering.
6. Work closely with staff and divisions to undertake to undertake learning needs analysis diagnostics.
7. Lead the branding, marketing and promotion of learning opportunities through a range of effective communications and social media channels.
8. Lead the learning administration function and ensure systems and processes are modern, effective and efficient.
9. Responsible for the planning and management of the project to record and monitor medical device training compliance on ESR across the Trust to enhance patient safety. Support divisions in finding solutions, which fit their needs, utilising ESR and any other available suitable tools. Communicate and engage with all areas and professional groups to ensure comprehensive data and reporting capabilities.
10. Be a key member of the People Development Steering Group ensuring that actions assigned are completed on time.
11. Represent the Trust in local and regional forums and networks, review national policy and guidance, sharing the latest thinking and developments in the field of people development to support the organisation to enhance its offer.
12. Respond effectively and efficiently to general enquiries relating to the people development agenda.
13. Support the People Development Team, and the wider Workforce & Organisational Development Service, with any other relevant tasks as required and commensurate with the grade of the post.

Leadership and Management

1. Lead and manage members of the People Development Team including carrying out individual performance appraisals, regular check-in's, managing individual performance and attendance, leading team huddles, resolving employee concerns and maximising individual and team well-being.

2. Inspire, lead and support assigned direct reports to enable them to be the best they can be and individuals can reach their full potential.

Collaborative Working and Relationships

1. Develop effective internal communication channels and working relationships across the Trust to inform, implement, promote and co-ordinate activities relating to the people development portfolio.
2. Establish external effective working relationships and network attending meetings where necessary to establish and share best practice.
3. Work flexibly with colleagues to help achieve the Organisational Development Service's Delivery Plan.
4. Champion and embed the Trust's values and behaviours to create an inclusive culture.

Recording, Reporting and Quality

1. Provide written and verbal reports as may be required by the Workforce & OD Directorate Senior Leadership Team, Trust Committees and steering groups, CQC and other regulatory bodies.

WORKFORCE & OD DIRECTORATE CORE REQUIREMENTS FOR ALL STAFF

Maintain a broad understanding of the work of the Workforce & OD Directorate and of the Trust as a whole, and actively contribute your ideas for the improvement of service provision.

Ensure own actions contribute to the maintenance of a quality service provision.

Be responsible for the self-development of skills and competencies through participation in learning and development activities and to maintain up to date technical and professional knowledge relevant to the post.

Participate in the Trust's performance appraisal system and to undertake any identified training and development related to the post.

Develop and maintain effective working relationships with colleagues.

Be aware of and work within the Trust's Equal Opportunities Policy and to treat all contacts, staff or clients, with dignity and respect.

Abide by all relevant Trust and departmental policies including confidentiality and data protection. The post holder is reminded that any breach of the Trust's confidentiality policies and procedures will result in disciplinary action.

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. All accidents must be reported to your manager and in line with the general philosophy of the Trust; you must participate in accident prevention by reporting hazards and following policies and procedures including moving and handling guidelines.

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

General

1. Health, Safety and Security:

- All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
- To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.

2. Confidentiality:

- Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

3. Data Quality

- All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
- Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

4. Codes of Conduct and Accountability:

- You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

5. Infection Prevention and Control:

- You must comply with all relevant policies, procedures and training on infection prevention and control.

6. Safeguarding Children and Vulnerable Adults:

- You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

7. Valuing Diversity and Promoting Equality:

- You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.

8. Training:

- Managers are required to take responsibility for their own and their staff's development.
- All employees have a duty to attend all mandatory training sessions as required by the Trust.

This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.

Any other general requirements as appropriate to the post and location

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

Date Prepared: 25th March 2023

Prepared By: Lisa Rigby – Assistant Director - Organisational Development

Agreed By: Lisa Rigby – Assistant Director - Organisational Development

Employee's Name and Signature: Date:

Manager's Name and Signature: Date: