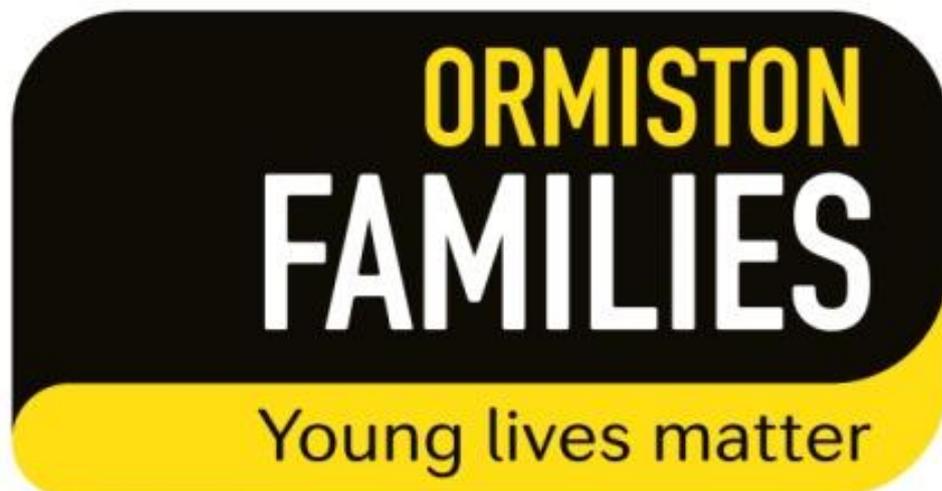


Director of People & Organisational Development



A message from our CEO, Allan Myatt



Dear Applicant,

Thank you for your interest in the post of Director of People and Organisational Development.

As an organisation, Ormiston Families has agreed that our strategy for the next 3 years is to enable children, young people and their families to feel safer, healthier and more resilient. We also recognise that we need to build the resilience of the organisation, so we are fit to meet the challenges ahead.

Over the next few months we will continue to develop the strategy identifying key objectives for the next 3 years and making necessary organisational and operational changes to enable us to deliver the strategy in the new financial year. We see the recruitment of this post as critical in helping us achieve these objectives.

I wish you the best of luck with your application. Should you have any questions please email Clare Rood, HR & Payroll Manager clare.rood@ormistonfamilies.org.uk .

Best regards,

A handwritten signature in black ink, appearing to read 'Allan Myatt'.

Allan Myatt



Our vision

Safe, healthy, resilient families

Our mission

Enabling families in the east of England to build resilience and make choices to improve the life chances of their children

Our values

Collaborative



- Working together with families
- Building partnerships, communities and networks to support families
- Valuing each other to achieve results and improve everything we do

Compassionate



- Listening, so we can understand
- Treating people with respect
- Enabling, recognising and reinforcing achievements

Effective



- Evidencing the impact of our work with families
- Prevention and early intervention being at the heart of our work
- Building resilience to cope and recover from adversity

Ormiston Families is one of the leading charities working with children, young people and families in the East of England. Our organisational aim is to enable families in the East of England to build resilience, make choices and improve the life chances of their children. We can only achieve this with the people who choose to work for us.

We are recruiting a Director of People and Organisational Development to create a culture and environment that allows our employees and volunteers to flourish and fulfil our aims.

About the role

- Responsible for leading on the design and delivery of people and organisational development strategies in support of our strategic aims;
- To provide first class leadership and inspirational support to our experienced people team, Human Resources, Payroll and Volunteering;
- Will be part of the Senior Leadership team providing high level support through challenging times.

About you

We want to work with someone with fresh ideas who will develop a practical programme to shape the way we manage our people.

You must be an inspiring leader with a flexible attitude to problem solving; who is committed to creating contemporary and effective solutions to enable your team to provide an effective service to the organisation.

You must hold Chartered MCIPD status, have high level HR leadership experience, significant organisational change management experience and be a team player.

The successful applicant must be able to hit the ground running. We have an experienced people team who require support to enable them to meet the demands of our organisation during a period of change. In return we can offer a range of attractive benefits and work/life balance.

This is a part time post for 21 hours per week; Salary Circa £60,000 pro rata

Probationary Period

The post is subject to a probationary period of six months during which your progress will be monitored in accordance with agreed objectives.

Application Process

Applicants must send in a completed application form or CV with a detailed covering letter highlighting how they meet the job description; you must demonstrate that you hold the personal competencies required for the role and how you meet the relevant skills, knowledge and experience.

Ormiston Families is an equal opportunities employer. We value diversity and welcome applications from all sections of the community. We ask individuals to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.

Please note: Only successful applicants will be contacted by Ormiston Families.

Job Description: Director of People and Organisational Development

Reports to Chief Executive Officer (CEO); part of the Senior Leadership Team (SLT)

Responsible for HR & Payroll team and Volunteering

OVERVIEW

Our organisational aim is to enable families in the East of England to build resilience, make choices and improve the life chances of their children. We can only achieve this with the people who choose to work for us. The Director of People is responsible for ensuring that we have the best structure in place with skilled, engaged employees and volunteers delivering our services to achieve this aim.

Job purpose

- Lead and design the delivery of people and organisational development strategies in support of Ormiston Families strategic aims
- Deliver a programme that creates a resilient and engaged workforce
- To support the CEO and SLT with strategic change

Principal responsibilities

1. To work collaboratively with the SLT, providing strategic advice and guidance to ensure that our people, employees and volunteers, have the right skills, support and capacity to deliver our strategic aims.
2. As the lead for organisational people management to take responsibility for:
 - Human Resources services
 - Volunteering
 - Organisational development
 - Engagement strategy
 - Health and Wellbeing
 - People policies and procedures
 - Pay and reward structure
 - Equality and Diversity
 - Recruitment and retention strategies
 - Compliance with employment legislation
3. To lead, support and coach the People team, Human Resources, Payroll and Volunteering, to enable them to deliver first class HR services to the organisation



4. To design and deliver an effective organisational development programme focusing on employee engagement, talent management and a positive resilient culture change
5. Develop and deliver an effective Equality and Diversity strategy for the organisation that will engage and inspire our workforce and service users
6. Develop a strategic organisational development plan that identifies challenges to the delivery of our aims.
7. Ensure that talent management and succession planning considers apprenticeships, volunteers and staff development
8. Develop a volunteer strategy that ensures volunteers feel fully integrated into the organisation and that they receive recognition for their contribution to the delivery of organisational aims
9. Ensure that the People service policies, procedures and strategies meet legislation, follow best practice and are applied practically
10. To manage and develop the pay and reward structure to meet the needs of the organisations aims
11. To work closely with the Income Generations and Communications Director to ensure that;
 - An effective internal communication strategy is in place to ensure that relevant information is communicated to staff and volunteers to support positive engagement
 - To ensure that all tender applications are thoroughly assessed in order to identify HR challenges or risk to the organisation
 - To develop a strategy to ensure that HR mobilisation plans are in place for all new services; whether acquired through contract award, purchase or start-up
12. To support the HR & Payroll Manager with complex HR issues
13. To develop a robust recruitment strategy to ensure Ormiston Families is recognised as an employer of choice that attracts people committed to our aims
14. To ensure that HR, Payroll, Pension and Health and Safety compliance requirements are met.
15. To represent the organisation at external meetings with partner organisations and committees
16. To support the CEO and undertake any specific project work as requested

Relevant experience

- Experience of working in an HR leadership role including managing an HR team with a business partnering approach that supports organisational change
- Significant experience of developing and implementing effective people strategies that support the aims of the organisation and staff engagement
- Developing and delivering pay and reward schemes
- Significant experience of change management - redundancy, reorganisation, TUPE



Skills and Knowledge

- Current HR best practice demonstrated through Chartered MCIPD status and active engagement with legislation updates and current HR trends
- An understanding of the challenges and opportunities that Ormiston Families face
- Flexibility to lead strategically and support operational challenges
- Strong leadership and coaching skills to support and develop the people team

Personal Competencies

- An excellent communicator with the ability to talk confidently to a wide range of audiences
- Able to create positive relationship with all stakeholders
- Able to inspire, lead and coach a high performing team and colleagues
- A can do attitude to problem solving; able to think outside the box
- Committed to inclusion and diversity



Ormiston encourages all candidates called for interview to provide details of their criminal record at an early stage in the application process. This information can be sent under separate, confidential cover to the Human Resources hr@ormistonfamilies.org.uk Ormiston Families guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The post will be offered subject to satisfactory qualifications, DBS if applicable, references and a satisfactory declaration of health. The post will also be offered subject to the production of relevant documents as listed in the Immigration (Restriction on Employment) Order 2004.

The successful candidate will be asked to provide evidence of identity and qualifications.

Applications will be considered and those shortlisted for interview will be informed. If you have not heard by the interview date we thank you in advance for your interest and ask you to assume that you have not been successful on this occasion.

Closing date for completed applications: 9am Friday 4th January 2019

Interview date for short listed candidates: w/c 14th January 2019

Please send completed application form to:

Clare Rood
HR & Payroll Manager
Ormiston Families
Unit 17, The Drift
Nacton Road
Ipswich
IP3 9QR

Or email to: clare.rood@ormistonfamilies.org.uk



Reward & Recognition

Competitive salaries

Competitive salaries with annual cost of living increment where one is awarded.

Employee Training and Development

Commitment to the professional and career development of its employees.

Work Life Balance

High standards of flexible and family friendly employment policies; Ormiston Families is committed to ensuring employees maintain a good work life balance.

The Hive

Our communication and benefits hub where employees and volunteers keep up to date with all organisation news, share information and ideas and have access to a wide variety of shopping discounts.

Wellbeing Centre

Accessed via *The Hive* Wellbeing Centre provides education, support and tools to help you live a healthier and happier life.

Pension Scheme

Group Personal Pension Scheme with up to 9% of gross salary employer contribution for any employee where they match the level of contribution.

Generous annual leave entitlement

27 days annual leave plus additional leave for employees who have completed 3 years' service. (Part time employees receive a pro rata allowance according to the number of hours they work per week).

Occupational sick pay scheme

Ormiston Families operates an occupational sick pay scheme in addition to statutory sick pay.

Group Life Assurance

Ormiston Families provides a death in service benefit to all permanent employees.

Cycle to work scheme

This is offered as a "salary sacrifice" which is deducted from monthly salaries.

All benefits are discretionary, therefore Ormiston Families have the right to change or amend benefits at any given time.



Recruitment of Ex-offenders Policy

Ormiston Families complies fully with the Disclosure and Barring Service (DBS) Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

Ormiston Families is committed to the fair treatment of its employees, potential employees and users of its services regardless of race, colour, nationality, ethnic or national origin, gender, marital status or caring responsibility, sexual identity, age, physical, sensory or learning disability, mental health, political opinion, religion or belief, class, HIV status, employment status or part-time status, offending behaviour unrelated to the post or trade union activities.

Ormiston Families actively promotes equality of opportunity for all and welcomes applications from a wide range of candidates, including those with criminal records. Ormiston Families selects all candidates for interview based on the criteria drawn up for the position.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, Ormiston Families encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. Ormiston Families requests that this information is sent under separate, confidential, cover to Human Resources and guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Ormiston Families to ask questions about a candidate's entire criminal record only questions about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 will be asked.

Ormiston Families will ensure that those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Ormiston Families will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Ormiston Families will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Ormiston Families will ensure that every subject of a DBS Disclosure is aware of the existence of the DBS Code of Practice and make a copy available on request.

Ormiston Families undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar any applicant from working with Ormiston. This will depend on the nature of the position and the circumstances and background of the offences.



