

Job description

Job title:	Change Programme Director
Reporting to:	Chief Operating Officer
Salary:	Competitive <u>plus excellent benefits</u>
Grade:	Level 19
Contract type:	Fixed-term, 2 years.

Hours per week: 37.5 hours per week in line with our hybrid. Within this role you are required to work in person a minimum of 2 days per week in person.

About Our Foundation

We are an independent charity committed to bringing about better health and health care for people in the UK.

Purpose of the role

Change Programme Director is a new, fixed-term role, reporting to the Chief Operating Officer (COO). The purpose of the role is to provide strategic leadership of the Foundation's change programme portfolio (Our Future Foundation and Operational Improvement Programme), ensuring its cohesiveness and strategic alignment, and the effective delivery of change outcomes in accordance with best Organisational Development (OD) practices.

The post-holder will be a self-starter with an experience of leading organisation-wide transformation in a complex environment, with competing priorities and deadlines.

This is a perfect role for a people leader who is astute, has great interpersonal skills and coaches multidisciplinary teams to deliver results and grow organisational capability.

Key responsibilities and outcomes

1. Lead on the design, scope, phasing, and approach to the change programme portfolio, ensuring they are optimal, efficient, and enabling the programme to succeed.
2. Work with the COO, Senior Leadership Team, Board of Governors, and the programme and project teams to deliver the Foundation's change programme portfolio.

3. Provide leadership for the change programme portfolio which articulates a clear and compelling vision and plan of change to diverse audience.
4. Work with the wider Corporate Services team, develop change capability across the Foundation, enabling colleagues to operate more effectively and deliver greater impact.
5. Lead / oversee specific organisational development and design projects and workstreams to ensure compliance, best practice, and people-focussed approach to change implementation.
6. Lead on the mitigation of risks associated with change programme – including management of complex suite of dependencies.
7. Ensure that the change programme portfolio is resourced effectively through project management and through working effectively with business support services, e.g. People and Finance teams.
8. Ensure excellent and robust governance arrangements across the change programme and its projects, including oversight of reports and papers to executive and non-executive governance of the Foundation, e.g. Directors Team and the Board of Governors.
9. Oversee effective internal communication and engagement in the change programme.
10. Develop and nurture strong, positive relationships with key stakeholders to ensure engagement and delivery of change.
11. Delegate for the COO in his role as Executive Sponsor for the change agenda.

Wider contribution

As with all employees within the Foundation, as postholder you will be expected to contribute to corporate activities and initiatives, such as staff meetings, cross-Foundation leadership and development programmes and other corporate projects as necessary you will also be expected to play a role in supporting the ongoing develop of your team enable it to continuous improvement and effectiveness adding value to the organisation.

As we do not provide visa sponsorship. Candidates need to have the right to work in the UK at the time of appointment,

Person specification

Criteria	Assessment (CV/SS-Shortlist, T-Test, I- Interview)	Essential / Desirable (E/D)
Commitment to Diversity and Inclusion in all aspects of organisational activity	CV/SS, I	E
Working together - exhibits a user-led approach to work, seeking to understand and meet the needs of customers and users in all aspects of their work	CV/SS, I	E
Achieving impact – demonstrates a results-oriented approach, takes initiative to identify and address areas for improvement, and proactively seeks out opportunities to make a positive	CV/SS, I	E
Commitment to Discovering and Learning - demonstrates a strong desire to learn and grow, seeking out new knowledge, skills, and experiences to develop professionally and personally	CV/SS, I	E
Extensive experience of leading the delivery of multiple initiatives and transformational change with a substantial Organisational Development and Design element	CV/SS, I	E
Solid understanding of programme and project governance with an established working knowledge of project management methodologies and best practice	CV/SS, I	E
Experience of organisation-wide delivery, managing complex stakeholder arrangements and multi-disciplinary teams	CV/SS, I	E
Exemplary oral and written communication skills	CV/SS, I	E
A change leader and coach who inspires and develops colleagues to deliver results and grow organisational capability	CV/SS, I	E
High degree of integrity, credibility and resilience, coping with ambiguity and change	CV/SS, I	E
Strong problem-solving and decision-making skills	CV/SS, I	E
High degree of political astuteness and confidence to influence and negotiate in a complex environment	CV/SS, I	E