



Anna Freud

Job Profile

Job title	Head of Organisational Development
Reporting to	Chief People & Culture Officer
Employer	Anna Freud
Salary	£60,000 FTE per annum, plus 6% contributory pension.
Location	Hybrid (a mixture of home/onsite working): staff are working onsite for at least 20% of their working hours at our London site: 4-8 Rodney Street, London N1 9JH
Working hours	Full-time: 35 hours per week, Monday to Friday. Working hours: starting between 08:00-10:00, finishing between 16:00-18:00
Holidays	27 days plus Bank Holidays FTE
Term of contract	Permanent

About Anna Freud

We are a world-leading mental health charity for children, young people and their families. Our purpose is to take everything that we have learned over the last 70 years, and to transform the mental health of current and future generations of children and young people, to close the gap between mental illness and mental wellness - and to create a more compassionate society for everyone. Our vision is a world where all children and young people are supported effectively to enable them to develop their emotional and mental health, build on their strengths and achieve their goals in life. Our mission is to close the gap in wellbeing and mental health by advancing, translating, delivering, and sharing the best science and practice with everyone who impacts the lives of children, young people and their families.

Purpose and overview of the role

The Head of Organisational Development will deliver the strategic objectives within the People & Culture Strategy through the provision of high-quality strategic development opportunities and engagement initiatives.

The post-holder will lead on the corporate training function and the leadership and management development provision to increase capability of leaders and managers to support business improvement and people management.

The Head of Organisational Development will lead a team of three: Learning & Development Business Partner, People Experience & Engagement Officer, and HR Officer.

Main responsibilities of the role

- Ensure that organisational development activities support structural and cultural change across the organisation;
- Make use of organisational diagnostics and systems thinking approaches to identify and recommend interventions to support performance improvements;
- Collaborate with internal stakeholders and staff representatives to design development and engagement policies for the organisation;
- Provide expertise and guidance on talent management, career planning and performance management;
- Develop the organisation's competency framework to embed our Anna Freud values and reflect best practice in leadership behaviours;
- Run regular engagement surveys and use information to inform future policies and processes;
- Design recognition schemes to offer opportunities to reward staff for their performance.

All employee responsibilities:

- Maintain an awareness of and actively follow and promote Anna Freud's policies, including Equal Opportunities, Health and Safety, Safeguarding, and Information Governance.
- Complete all Anna Freud mandatory training, including but not limited to Safeguarding, Health and Safety, Equality and Diversity and Information Governance, within the required timescales.
- The welfare of the children, young people and vulnerable adults who meet our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.

To be noted

This is not an exhaustive list of tasks; the employee will be asked to undertake other ad hoc tasks relevant with the scope and purpose of this role. This job description reflects the present requirements of the role, and as duties and

responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

Person Specification

Before starting your application, please read the below in full to understand the requirements of this role. The key criteria which will help us to assess candidates are listed below. There is guidance to highlight at which stage the criteria will be assessed. **Please ensure all criteria listed to be assessed at application stage are evidenced in your supporting statement.**

Criteria	Assessment Method (Application/Interview/Task)
Qualification/training, experience and/or knowledge	
A Master's in Organisational Development or equivalent experience in a related subject.	Application
Member CIPD or five years' experience assessed through previous roles and responsibilities or relevant knowledge, assessed through previous roles and responsibilities held.	Application/Interview
Experience in developing strategically aligned organisational design interventions.	Application/Interview
Experience of designing and implementing leadership and management development programmes.	Application/Interview
Experience in creating staff engagement surveys.	Application/Interview
Track record in improving services, through critical evaluation and innovation.	Application/Interview
Previous leadership experience.	Application/Interview
Skills and/or abilities	
Highly developed interpersonal skills and the ability to develop strong and effective relationships with Directors, Senior Managers, and staff representatives.	Interview
Ability to provide clear written documents and reports.	Task
Ability to present complex information to a diverse audience.	Task
Able to manage multiple priorities and to meet agreed deadlines.	Interview

During the interview(s), candidates will be asked at least one question regarding our values, and one question regarding equity, diversity and inclusion (EDI). We expect everyone to actively demonstrate our values and inclusive behaviours in all areas of their work. **Our values and EDI statement can be viewed [here](#).**

Equal opportunity

We ask our people to share their diversity dimensions with us as it helps us to identify, tackle and prevent any bias appearing across the employee lifecycle at Anna Freud. Monitoring this information allows us to understand how well our efforts to improve diversity, equity and inclusion are working. Your responses will be held securely by our HR team in accordance with our privacy policy and will not be seen by recruiting managers or the interview panel at any stage of recruitment, therefore your responses will not form part of our selection process.

Further support

We want to ensure all candidates can access and apply for our vacancies equitably, if you require any additional assistance to apply or would like to find out more about the role, please contact us on recruitment@annafreud.org. We aim to provide reasonable adjustments where operationally possible for the work that we do.

Post-interview

If successful after interviewing, you will be notified verbally with a job offer and pre-employment checks will be initiated.