

Job Description

	Job Title	Deputy Director of People and Culture
	Directorate	People and Organisational Effectiveness
	Department	People and Organisational Development
	Grade	11 - Standard
	Reports to	Executive Director of People and Organisational Effectiveness
	Team Management	Head of People Services, Head of Resourcing and Learning, Head of Organisational Development

Role purpose

Lead and develop an expert, professional People and OD service including: HR services; workforce planning; talent acquisition; talent development; employee relations; employee engagement; organisational development; and reward ensuring that equality, diversity and inclusion is weaved through everything the team does.

Lead the implementation of a People Strategy that supports the NMC's corporate strategy, through a framework of policies and projects that enable the organisation to attract, retain, motivate, engage, develop and manage its workforce. Ensure that the People Strategy is evidenced based and keeps step with the NMC's regulatory reform programme.

Lead the development, implementation and evaluation of organisational development strategies, policies and behavioural change to enable NMC colleagues to deliver the organisation's commitments and support the changes needed to implement regulatory reform.

As a member of the People and Organisational Effectiveness Leadership team lead a high performing and customer focused Directorate which creates a great place to work and supports the delivery of the NMC's corporate strategy.

Key accountabilities

Functional responsibilities

1. Be the trusted advisor by providing expert and strategic and operational people management advice to the Chief Executive, Executive Directors and senior leaders, which improves workforce capacity, capability, and employee experience.
2. Lead the development and delivery of the People Strategy. Build strong relationships with internal and external stakeholders to influence and respond to respond to evidence, insight and regulatory reform, including horizon scanning to identify trends within and external to the NMC which will shape the delivery of modern people services.
3. Lead on the development, continuous improvement and modernisation of people services underpinned by robust workforce planning and a business partnering approach, ensuring we have a suite of digital tools, data, insight, policies and procedures which promote best practice, support continuous improvement and embed excellent customer service.
4. Play a leading role in inclusion and diversity, supporting initiatives which help create an inclusive workplace by ensuring it is central to the delivery of the People Strategy.
5. Work with senior stakeholders across the NMC to deliver regulatory reform so the organisation and the workforce can adapt to the changes in how we deliver our outcomes for the benefit of stakeholders and the public.
6. Build organisation capacity and clarity through culture and behaviour change, so our people are aligned and engaged with our purpose, ambitions and values encouraging everyone to find their own solutions and make best use of their resources.
7. Cultivate a strong employee voice that enhances employee engagement, ensuring we listen to and act upon feedback from NMC colleagues and recognised Trade Unions.
8. Lead on employee, management and leadership development, ensuring we have a planned and coordinated approach to talent and succession planning, to offer great career development opportunities for colleagues and build our future capacity.
9. Ensure our approach to talent acquisition and on-boarding is effective in promoting the NMC as an employer of choice; attracting and retaining high performing people who are aligned to our purpose and values. Develop and implement an effective reward and recognition strategy to ensure we remain attractive and competitive.

Leadership responsibilities

10. Provide visible leadership and direction to the People and Culture department, delivering strong employee engagement and effective, supportive performance management.
11. As a member of the POE SLT, contribute to the future direction and success of the Directorate by playing a key role in joining up delivery across the Directorate to deliver excellent customer focused services and regulatory reform.
12. Lead effective team work planning, aligned with the NMC corporate strategy, and ensure delivery against budgets, KPIs and timescales.
13. As a member of the Corporate Leadership Team, contribute to the implementation of the NMC strategy and to the development of a high performing leadership team.

Standard responsibilities

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within the NMC, are expected to be familiar with and adhere to.

- Comply at all times with the requirements of health and safety regulations to ensure their own wellbeing and that of their colleagues.
- Promote and comply with NMC policies including diversity and equality both in the delivery of services and treatment of others.
- Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act 1998 and its amendments.
- Comply with NMC protocols on the appropriate use of telephone, email and internet facilities.
- Comply with the principles of risk management in relation to individual and corporate responsibilities.
- Comply with NMC policies and procedures as compiled on the organisation's intranet.

People management [applicable to managers only]

- Provide strong leadership and direction and keep performance improvement under review and ensure that performance targets are met.
- Facilitate and support the teams to enable them to achieve the department or directorate's objectives.
- Provide consistent performance management by providing regular feedback, conducting formal reviews, and identifying and addressing business-focussed training and development needs.
- Manage issues relating to conduct and capability, ensuring that such issues are dealt with in a focussed and timely manner.

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes will only be made following a discussion with the post holder.

DBS Status	No check required
Politically Restricted	No

Person Specification

<p>Job Title: Deputy Director People and Culture Grade: 11 - Standard</p>	<p>To be identified by: Application Form (A) Test/Assessment (T) Interview (I)</p>		
<p>Essential</p> <p>Qualifications and experience</p> <ol style="list-style-type: none"> 1. Educated to degree level or equivalent. 2. Chartered Fellow Member of the CIPD or significant track record (10 years+ of successfully delivering in senior HR role). 3. Experience of working at a senior level in high profile and complex organisations. 4. Have significant experience in workforce and resource planning and the ability to identify, improve, analyse and deploy people data to gain insights to help identify and implement continuous improvements in our employer brand and experience, policies and processes. 5. Substantial experience of leading and delivering successful organisation and culture change. <p>Knowledge, skills and abilities</p> <ol style="list-style-type: none"> 6. Ability to build, coach and develop an HR and OD team to deliver the people strategy for the NMC. To provide evidence of role modelling excellent people management and leadership to create an environment and culture for colleagues so everyone can be at their best and where they have opportunities to succeed and thrive. 7. The ability to balance both strategic thinking and horizon scanning with the pragmatism and programme savvy to deliver and embed people transformation and culture change. Not afraid to roll their sleeves up to shift between operational and strategic leadership to embed an ethos of customer service. 	<p>A</p> <p>A</p> <p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I/T</p> <p>A/I/T</p>		

<p>8. The ability to build highly effective and influential relationships at all levels, including engendering trust and providing challenge at Board and Executive level.</p>	I		
<p>9. Manage collective employee relationships by building strong relationships with the Trade Unions and developing a strong employee voice to foster a healthy working environment to maintain fair and good employee relations.</p>	I		
<p>10. Strong evidence of championing fairness, diversity and inclusion, ensuring these are key considerations in the implementation of the people strategy, so that everyone can succeed and thrive in the NMC.</p>	A/I		
<p>11. Values led leader with a real affinity to the NMC values - fair, kind, collaborative and ambitious.</p>	A/T		