# Job Description – Chief People Officer

## About the Role We’re looking for an inspirational and ambitious people leader with extensive, hands-on experience of steering and supporting an organisation as it reshapes and redesigns. The role is part of the Executive team and will be critical to the success of our strategy.

Operating with the credibility, experience and confidence to act as trusted adviser to the Vice-Chancellor, the wider Executive and the governing body you will take the lead in defining the future of work at the University and guide us through a period of profound change and development. You will work closely with the Vice-Chancellor, the University Secretary and the Executive Leadership Team to extend our capacity and capabilities to organise and deliver the changes we are making across our academic and operational models, which will enhance the experience of our students and staff.

The Chief People Officer is a crucial leadership role delivering sustainable, long-term transformation and developing and leading a strategic people and organisational development agenda to enable this.

## Key Responsibilities

* Identifying strategic opportunities and risks that require an innovative response in our operating models, organisational design, workforce size, shape and capability.
* Creating operating models, a new approach to workforce planning and implementing the changes in line with the University Strategy.
* Working with colleagues and stakeholders to define an exciting new value proposition for staff and on the implementation of supporting reward, recognition and development practices
* Development and delivery of a People Plan to enable the success of our Strategy, including our commitment to Equality Diversity & Inclusion.
* Providing inspirational leadership as a member of the Executive team and leader of the People Services unit to;
  + Champion, shape and facilitate the delivery of the People Plan.
  + Champion the development of leadership and management capability, including facilitating the Executive’s development as a leadership team.
* Advising and providing insight to the governing body on People issues.
* Play a significant role in the drive to deliver greater effectiveness and efficiency across the People Services unit.

## Skills and Experience

**Education, qualifications, and training:**

* Executive level of experience.
* Relevant professional qualifications and evidence of ongoing development.

**Knowledge, work and other relevant experience:**

* A proven track record of adding value to an Executive leadership team in an organisation of complexity and scale, and successfully leading significant change programmes.
* The ability to articulate and create passion for a vision and communicate complex and challenging models and plans, so that stakeholders are suitably informed and engaged.
* A proven ability to design and implement transformative organisational development and people management practices.
* Ability to work in a multi-site complex and unionised organisation.

## Essential Criteria

* A commitment to the mission and values of the University, including a strong commitment to Equality, Diversity & Inclusion.
* Effective stakeholder management, including political sensitivity, personal resilience and influencing skills to operate at an Executive level.
* Experience of successfully driving cultural and behavioural change in a complex organisation.
* Innovation and change focused with a track record of successfully embedding a culture of continuous improvement and financial efficiency.
* Record of driving improvements in costs, efficiency and productivity.
* Experience of effective negotiation.
* Strong strategic thinker who is outward looking, able to scan for opportunities and challenges, synthesise multiple sources of information and data and then create strong and sustainable People strategies.
* Able to robustly sponsor and oversee projects with a structured, thorough and organised approach.

*The Open University is committed to equality, diversity and inclusion, which is reflected in our mission to be open to people, places, methods and ideas. We aim to foster a diverse and inclusive environment so that all our staff can reach their potential and attract diverse candidates.  We recognise that different people bring different perspectives, ideas, knowledge, and culture, and that this difference brings great strength. We offer a range of inclusive employment policies which include family and carer friendly flexible working arrangements and have many supportive staff networks and wellbeing services.*