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**Post Specification**

**Job Family OS16**

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| **Date** | **August 2025** |
| **Post Title** | Organisational Development Manager |
| **Job Family Role Profile** | **OS16** |
| **Final Grade** | **Grade 16** |

**To be read in conjunction with the job family role profile**

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| **Purpose of this post** | | |
| The Organisational Development Manager plays a pivotal role in shaping and sustaining a positive, inclusive and high-performing culture across the service. This role focuses on leadership and cultural development, strategic workforce planning, succession and high potential development - ensuring the service has the right people, in the right posts, at the right time. | | |
| **Key job specific accountabilities** | | |
| **Leadership & Cultural Development**   1. Manage and oversee the Services approach to leadership development that align with the NFCC Leadership Framework, service’s values, behaviours and strategic objectives. 2. Lead cultural change programmes to embed inclusive, ethical, and high-performing leadership at all levels. 3. Facilitate cultural assessments and interventions that promote engagement, trust and continuous improvement. 4. Provide strategic leadership to the Services Resourcing, Talent and Fitness Team and Occupational Health function.   **Workforce Planning**   1. Lead the development and implementation of strategic workforce planning to ensure alignment between service priorities, capabilities, and capacity, to meet the needs of the communities we serve. 2. Evaluate and report on workforce data and trends to forecast future skills, capabilities, and capacity needs. 3. Collaborate with HR, finance, and service delivery to ensure workforce plans are integrated with budgeting, recruitment and succession planning processes.   **Succession Planning**   1. Develop and maintain a robust succession planning process to identify and prepare future leaders and critical role successors. 2. Partner with senior leaders to identify and nurture talent, assess performance, and mitigate workforce risk. 3. Manage teams through collaboration to implement talent frameworks and career progression pathways aligned to workforce planning arrangements.   **Coaching and Mentoring**   1. Develop and embed a coaching and mentoring culture across the organisation. 2. Establish internal coaching and mentoring networks and provide access to professional development support for coaches and mentors. 3. Personally provide coaching support to senior leaders and facilitate access to external executive coaching where appropriate.   **Health, Wellbeing and Personal Resilience**   1. Lead the strategic direction for occupational health, wellbeing, and personal resilience across the service. 2. Collaborate with HR, resourcing and talent, health & safety, and occupational health to ensure wellbeing initiatives are proactive, preventative and responsive. 3. Promote leadership behaviours that support psychological safety and a culture of care.   **Managing Leadership and Cultural Change**   1. Act as a strategic change partner for leadership and cultural change transformation programmes and associated service improvement initiatives. 2. Support leaders and teams through leadership and cultural change with effective communication, engagement and capability-building strategies. 3. Facilitate change readiness assessments and interventions to enhance adaptability and resilience.   **High Potential and Talent Development**   1. Manage and oversee the identification, design and implement high-potential talent initiatives and leadership development programmes. 2. Collaborate with external partners and professional bodies to enhance career development opportunities including the Services approach to apprenticeships. 3. Evaluate and report on the impact and benefit of talent initiatives using robust performance metrics and assurance processes.   **Equality, Diversity & Inclusion**   1. Support the development, implementation and monitoring of EIA to shape and inform strategies, policies, procedure, change and projects 2. Develop plans to improve the Service’s engagement with underrepresented groups to ensure CFRS reflects the community it serves. 3. Work with internal and external partners to support and deliver appropriate training and education to advance the equality and inclusion agenda. 4. To ensure up to date Equality Impact Assessments are in place and to ensure fairness in application and delivery. | | |
| **Please note annual targets will be discussed during the appraisal process** | | |
| **Key facts and figures of the post** | | |
| **Budget Responsibilities** | | * Responsibility for the managing the budget for the relevant service area |
| **Staff Management Responsibilities** | | * Responsibility for leading, managing, mentoring and motivating teams within the relevant service area. |
| **Other** | |  |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| **Essential**   * Proven experience in organisational development, leadership development or cultural transformation, ideally in a public service or safety-critical environment. * Strong understanding of succession planning, workforce planning and coaching and mentoring practices. * Experience leading organisational change and cultural programmes. * Excellent stakeholder engagement, facilitation and influencing skills. * Knowledge of health, wellbeing and resilience frameworks in the workplace.   **Desirable**   * Degree level or equivalent experience. * Experience within emergency services or similar operational environment. * Accredited coach or mentor (e.g. ILM, EMCC). * Experience working with Occupational Health providers or services * Familiarity with public sector leadership frameworks (e.g. NFCC products, Core Code of Ethics, Leadership Framework).   **Values and Behaviours**   * Commitment to public service, inclusivity, and integrity. * Passion for developing others and creating a culture of continuous improvement. * Role model of the service’s values and leadership expectations. | | |
| **Disclosure and Barring Service – DBS Checks** | | |
| * This post requires an enhanced DBS check | | |
| **Job working circumstances** | | |
| **Emotional Demands** | * As expected | |
| **Physical Demands** | * As expected | |
| **Working Conditions** | * Agile and office working. | |
| Other Factors | | |
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