



Job Title: **Organisation and Workforce Development (OWD) Manager**

Location: **Flexible**

Responsible to: **Head of Organisation and Workforce Development**

Responsible for: **Involvement and Internal Engagement**

Principal Working Contacts

Executive Directors
Chief Inspectors
Heads of Service
Care Inspectorate Colleagues
External Stakeholders
Trade Union and Professional Body Officials/ Representatives

Job Purpose:

- To support the Head of Organisation and Workforce Development (OWD) to enable the organisation to maximise its impact through the strategic development and alignment of its people, culture, structures, processes and systems.
- Contribute to the design and delivery of organisation and workforce development strategies in support of the organisation's strategic and operational plans, providing information, advice and services as required.
- Lead on the design, delivery, management and evaluation of the Care Inspectorate's employee development programmes.
- Provide visible, collaborative leadership for the OWD team and support their development to provide a professional OWD consultancy approach for internal stakeholders, ensuring advice is centred on the best outcomes for all stakeholders.
- Provide visible leadership for the development, management and delivery of key corporate projects, ensuring that the culture of the Care Inspectorate is equipped to support improved performance and organisation and employee capability.

Key Accountabilities:

Strategic Management

- Contribute to the development and implementation of an effective strategy for OWD in support of the Corporate Plan and relevant systems, processes, action plans, structures and roles to ensure delivery of the strategic objectives.
- Manage the design and delivery of appropriate and relevant corporate learning and development initiatives and ensure best use of the organisation's development budgets.
- Manage the design and delivery of the Care Inspectorate wellbeing strategy, ensuring our commitment and support for the wellbeing of our staff is effectively integrated into our values, behaviours and day to day work.
- Design and deliver OWD and change management strategies, processes and interventions that support the organisation's strategic objectives; including initiatives which foster a high-performance culture, where learning, continuous improvement, equality and diversity are valued.
- Deliver specific performance improvement initiatives including the continued development of our performance and development review process (LEAD).
- Support the development of the organisations approach to workforce planning, talent management and succession planning and co-ordinate the contributions of key stakeholders to ensure effective implementation.
- Support the development and delivery of the Care Inspectorate's Strategic Workforce plan to ensure the organisation is planning and utilising all skills in the most effective way.
- Identify opportunities for performance improvement and change through internal diagnosis; process/ system reviews; and assessing and maintaining an awareness of external good practice.

Operational Management

- Lead on and manage all procurement activity for OWD in line with the procurement strategy and procedures.
- Lead on the development of performance indicators and evaluation information in the continuous improvement of the service.
- Manage, monitor and authorise expenditure within any delegated budgetary authority.
- Prepare and present reports for the Senior Leadership Team, Operational Leadership Team and Board, as required.
- Contribute to the promotion of a positive health, safety and well-being culture throughout the organisation, ensuring there are appropriate links across organisational development projects to health, safety & environment policies, procedures, practices and risk control systems.
- Represent the Head of OWD at meetings on occasions and undertake any ad hoc tasks as directed.

People Management

- Lead and manage the OWD team, ensuring that they work effectively and efficiently to meet the aims and objectives of the Care Inspectorate.
- Provide advice, guidance and support to team members through regular one-to-one supervision and development to ensure continuous improvement in their work and support their personal and professional development.

Relationship Management

- As a manager, model corporate behaviour and demonstrate a strong commitment to organisational values.
- Contribute to and promote the principles of partnership working throughout the organisation and in all working practices in support of the Care Inspectorate's Partnership Agreement with its recognised Trade Unions.
- Develop and maintain effective working relationships with partner bodies and other key stakeholders.
- Promote the work of the Care Inspectorate and raise awareness of its work in a positive manner.

Other Duties

This job requires travel and will involve some overnight stays and unsocial hours.

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively to changing business needs.