

# Chief People Officer

## Job Description

### JOB DETAILS

<b>Job Title:</b>	Chief People Officer
<b>Reports to:</b>	Chief Executive
<b>Accountable to:</b>	Chief Executive
<b>Department:</b>	Executive Team/Human Resources
<b>Directorate:</b>	Management Executive
<b>Location:</b>	Trust Headquarters, St James's University Hospital

### OVERVIEW

At Leeds Teaching Hospitals NHS Trust our goals are to be the best for patient safety, quality and experience; to be a centre of excellence for specialist services, research, education and innovation; to offer seamless integrated care; to be financially sustainable; and to be the best place to work.

As the Chief People Officer of one of the largest NHS Trusts in the country, the post holder will be responsible for leading and delivering a range of innovative Workforce and Organisational Development (OD) business strategies to achieve our Trust goals.

You will be a key member of the Executive team, have the ability to build credibility with, inspire confidence and demonstrably influence staff at all levels from ward to Board. You will contribute to a culture which is patient centred, empowers staff, promotes personal accountability, is fair and collaborative and delivers continuous improvement via the Leeds Improvement Method.

You will be an exceptional leader of people, with drive, vision, a strategic mindset, clarity of purpose, proven track record of Workforce and Organisational Development delivery and demonstrate high levels of resilience and integrity.

Chair **Antony Kildare**      Interim Chief Executive **Brendan Brown**

**The Leeds Teaching Hospitals NHS Trust incorporating:** Chapel Allerton Hospital, Leeds Cancer Centre, Leeds Children's Hospital, Leeds Dental Institute, Leeds General Infirmary, Seacroft Hospital, St James's University Hospital, Wharfedale Hospital.

## **KEY OBJECTIVES**

- Ensure Leeds Teaching Hospitals reach our collective aim of being the best place to work.
- Further embed 'The Leeds Way' and ensure it drives organisational-wide change that supports our objectives and our five strategic goals.
- Provide visible, credible, and effective leadership to ensure continued progress in staff engagement, culture and values through the effective utilisation of proven OD techniques.
- Provide innovative advice and support to the Chief Executive, Trust Board and senior leaders on complex matters relating to workforce and OD across the Trust.
- Further develop the HR function's service offering to the Trust, ensuring this is supportive agile, proactive and responsive to core strategic and operational priorities, as these develop and change.
- Contribute to ensuring that LTHT has a high quality, affordable workforce which is organised effectively to achieve the Trust's objectives in the delivery of patient care and financial sustainability.
- Deliver robust workforce planning aligned to quality and financial imperatives.
- Provide strategic leadership in the ongoing development and delivery of the Leeds Health and Care Academy.

## **MAIN RESPONSIBILITIES**

### **Workforce and Organisational Development**

- Provide inspirational leadership, vision and direction to the Workforce and OD teams, managing the provision of high-quality People services throughout the Trust.
- Maximise staff engagement, including proactively encouraging involvement in the national staff survey and staff friends and family tests, ensuring that responsive action plans are developed and acted upon to improve staff and patient experience.
- Evaluate the Trust's overall performance against agreed corporate workforce objectives and advise the Chief Executive and executive team members, regarding any action necessary with regard to Workforce and OD issues.
- Develop and provide appropriate workforce performance measures to ensure that the Trust makes informed choices on the return from its investment in the workforce.

**Chair** **Antony Kildare**      **Interim Chief Executive** **Brendan Brown**

**The Leeds Teaching Hospitals NHS Trust incorporating:** Chapel Allerton Hospital, Leeds Cancer Centre, Leeds Children's Hospital, Leeds Dental Institute, Leeds General Infirmary, Seacroft Hospital, St James's University Hospital, Wharfedale Hospital.

- Develop the Trust as a learning organisation and lead on learning and development and related activities, to enhance capability, strengthen governance and ensure continuous improvement through a flexible, capable, motivated and customer/patient focused workforce.
- Ensure the delivery of a proactive inclusive recruitment and retention strategy, which provides a sustainable workforce to deliver both current and longer-term staffing needs, including the management of an in-house resourcing function.
- Oversee and contribute to the development of innovative new roles to meet business needs, including maximising the use of apprentices within the Trust.
- Develop and oversee an appropriate talent management and succession planning framework for the Trust.
- Devise and implement robust measures that identify the return on investment from critical employee development initiatives, to ensure the impact of learning and education programmes is fully tested and understood.
- Provide strategic leadership to the ongoing development of the Leeds Health and Care Academy to integrate learning and development for the full health and care workforce in Leeds.
- Contribute as a strategic workforce leader, alongside colleagues from across the West Yorkshire system, to the delivery of effective workforce and OD People strategies across the Partnership.
- To provide strategic leadership across the Trust and where appropriate the wider system and beyond, in the development of proactive responses to national initiatives, including the NHS 10-year plan and subsequent workforce strategies and ambitions.
- Represent the Trust at a senior, level in the leadership of a range of sector-wide People/Workforce initiatives, including within the West Yorkshire Association of Acute Trusts (WYAAT) and Leeds Place, to ensure the People resources across the system/sector have the greatest impact through effective, collective utilisation.
- Develop and implement strategies which maximise the health and well-being of employees against the Trust's values and behaviours framework.
- Be a champion for diversity within the Trust including support for BME and female leaders, also ensuring the Trust is compliant with Equal Opportunity and Diversity legislation.

**Chair** Antony Kildare      **Interim Chief Executive** Brendan Brown

**The Leeds Teaching Hospitals NHS Trust incorporating:** Chapel Allerton Hospital, Leeds Cancer Centre, Leeds Children's Hospital, Leeds Dental Institute, Leeds General Infirmary, Seacroft Hospital, St James's University Hospital, Wharfedale Hospital.

- Lead the development and implementation of the Trust's Inclusion and Belonging action plan in support of the Trust's EDI strategy, ensuring that in doing so, our workforce feels safe to contribute to service developments and free to raise concerns without detriment, which will be acted upon.
- Act as Executive sponsor for the Trust's proactive speaking up and listening up agenda, supporting the Trust's Freedom to Speak Up Guardian and network of Champions in their work to strengthen cultural development in this area.
- Ensure the Trust's compliance with employment legislation and proactively advise the Chief Executive and Trust Board of the implications of new legislation. Act as the expert counsel on employment law matters to the executive team, Board and other senior leaders.
- Develop and maintain effective partnership working at all levels with staff representative bodies.

## **Corporate**

- Work collaboratively with other executive team members, sharing corporate responsibility and accountability for setting objectives and achieving goals so as to ensure the improved performance of the Trust.
- Monitor and manage delivery against directorate budget including cost improvement plans.
- Act as a key member of the Leeds Improvement Method Guiding Team including being the Executive sponsor for a value stream – Does this still apply?
- Participate in the Directors' on call rota.

## **Personal**

- Operate as an effective member of the Executive team, demonstrating the Leeds Way values and behaviours at all times, whilst encouraging a positive culture within the organisation
- Development of every person within the Workforce directorate to maximise their skills, performance and leadership potential with strong adherence to appraisal and performance management processes for all staff

**Chair** Antony Kildare      **Interim Chief Executive** Brendan Brown

**The Leeds Teaching Hospitals NHS Trust incorporating:** Chapel Allerton Hospital, Leeds Cancer Centre, Leeds Children's Hospital, Leeds Dental Institute, Leeds General Infirmary, Seacroft Hospital, St James's University Hospital, Wharfedale Hospital.

# Person Specification

## Qualifications and Training

Current CIPD qualification and membership are essential. CIPD Fellow membership is desirable.

Current Executive and Board level experience.

Educated to Masters level in a relevant workforce, OD/Learning and development discipline.

Evidence of continuous professional development, with demonstrable knowledge and experience within the People profession/specialism.

Significant Director/Board level HR and OD experience in an NHS or other large, complex organisation.

A recognised HR leader with influence and personal credibility that extends across the health or equivalent, large sector.

Track record in defining and delivering Workforce strategy.

Proven experience in leading and developing a Workforce function aligned with business needs and corporate objectives.

A proven track record in Strategic Workforce and with demonstrable experience of leading teams across all the People functional disciplines.

Experience of successfully designing and delivering tangible improvements in staff engagement.

Strong experience in organisational design and organisational development.

Strong track record in change management and improving organisational effectiveness.

Significant experience of delivering change through partnership working.

Experience of developing and implementing transformative, organisation-wide cultural change.

Evidence of working effectively as a senior leader and Corporate Director.

Experience of operating as a system leader alongside multi-sector partners.

## **Personal Skills**

An agent of change.

Excellent interpersonal and communication skills.

Able to lead and motivate others, with strong influencing and negotiation skills.

Ability to cope with complex organisational issues and able to relate to a wide spectrum of multi-disciplinary professionals

Able to assess priorities and make decisions, quick to grasp a point, able to “think on your feet”, and confident to influence, persuade and give leadership and direction.

Ability to cope under pressure, with a resilience to work with ambitious deadlines.

Self-motivated, energetic and flexible, with well-developed interpersonal skills.

Has presence, commands respect.

Personal resilience, self-awareness, determination to succeed.