



Job Description and Person Specification

Summary

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|------------------------|---|
| Job title: | Head of Organisational Development |
| Area: | Human Resources |
| Reference: | EHM0295-0525 |
| Salary: | Circa £57,793 per annum. |
| Contract Type: | Permanent |
| Hours: | Full Time (37 Hours per week) |
| Location: | Campus based role. Ormskirk, Lancashire, L39 4QP (with agile working) |
| Responsible to: | HR Director |
| Benefits: | Private Medical Insurance, Access to Benefits Platform, Non-consolidated Bonus Scheme |

About the Role

Be part of something transformative.

Edge Hill University is investing in its culture, people, and capacity for change. This is a pivotal role at a key moment for the University – as we align our academic and professional services to deliver the University's 2026–2030 Strategy.

As Head of Organisational Development, you will lead strategic, values-led OD initiatives that build organisational capability, strengthen wellbeing and inclusion, and embed a people-first culture that supports high performance and long-term sustainability.

Reporting directly to the HR Director and sitting on the HR Senior Leadership Team, you will help shape institution-wide priorities around cultural development, inclusive leadership, and people strategy. You will manage two high-impact roles: the Organisational Wellbeing Manager and the External Charters Manager (responsible for Athena SWAN, Gender Pay Gap, and strategic EDI Action plans). Working closely with the HR Systems Development Manager and HR Partners, you'll integrate OD principles into everyday practice ensuring that OD is not a bolt-on but embedded in the way we work and lead across the institution.

This role will drive a joined-up approach to the employee experience, shaping a culture where people can thrive at every stage of their journey - contributing to student success through service excellence, engagement, and wellbeing.

Rewards & and Benefits

This is a Full Time, Permanent Post with a competitive salary. In this role you will benefit from:

- A minimum of 48 days annual leave per annum, (inclusive of bank holiday and University closure days)
- Option to join our corporate healthcare scheme
- Discounted membership of our onsite state-of-the-art sport and leisure facilities
- Staff benefits scheme, which provides you with discounts across the high street, supermarket shopping, cinema tickets, dining out and more
- Employee assistance programme with access to free confidential counselling sessions, legal & financial advice, and health & wellbeing resources.
- A wide range of development programmes to enhance your career
- Beautiful award-winning on-campus working environment
- Automatic enrolment into the Local Government Pension Scheme with our employer contribution of 17.8%
- Non-consolidated, performance-related Bonus Scheme

Duties and Responsibilities

Strategic OD Delivery:

- Deliver the University's OD strategy aligned to institutional priorities.
- Lead OD support for major institutional change programmes, ensuring people engagement, cultural alignment, and sustainable outcomes
- Develop a university-wide competency framework.
- Develop and embed succession planning approaches that ensure talent & internal mobility

Leadership & Culture:

- Oversee the design and continuous improvement of the University's core learning and development offer, aligned to strategic competencies and career pathways
- Provide strategic advice on leadership and team development.
- Shape and deliver organisational culture interventions.

Wellbeing, Equity, Inclusion and External Recognition:

- Oversee the work of the wellbeing and external charters team.
- Ensure delivery of Athena SWAN, Gender Pay Gap and strategic wellbeing action plans.

Data & Digital Integration:

- Collaborate with the HR Systems Manager to integrate OD tools.
- Use workforce analytics to inform OD strategy.
- Collaborate closely with the Corporate Communications Team to align messaging, engagement strategies, and change communications.

People Leadership:

- Member of the HR Senior Leadership Team (SLT), advising on people strategy.
- Engage internal stakeholders and build OD capability.

This role will lead a bold, joined-up approach to the employee experience - partnering across HR, leadership, academic and support services to create a culture where people thrive. By harnessing intuitive systems, AI, and smart design, it will help reimagine how we work—driving meaningful connections between staff experience and student success through service delivery excellence, engagement, and wellbeing.

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications and Accreditations

| Criteria | Essential or Desirable Criteria | Method of Assessment |
|---|---------------------------------|----------------------|
| CIPD L7 or equivalent senior OD qualification | Essential | Application |
| Coaching or psychometric accreditation | Desirable | Application |

Experience and Knowledge

| Criteria | Essential or Desirable Criteria | Method of Assessment |
|---|---------------------------------|--|
| Proven success leading OD strategy and cultural transformation | Essential | Supporting Statement, Interview & Presentation |
| Experience with inclusive leadership, engagement and development programmes | Essential | Supporting Statement & Interview |
| Senior leadership and stakeholder management experience | Essential | Supporting Statement & Interview |
| Coaching and facilitation capability | Essential | Supporting Statement & Interview |
| Strong analytical and digital integration understanding | Essential | Supporting Statement & Interview |
| Proven people management experience | Essential | Supporting Statement & Interview |
| Higher Education or large organisation experience | Desirable | Application |
| Familiarity with Athena Swan, Race Equality Charter, Mental Health Charter or similar frameworks. | Desirable | Supporting Statement & Interview |
| Experience with HRIS or digital workforce platforms | Desirable | Supporting Statement & Interview |

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?

For informal enquiries about this vacancy, please contact Vicky Bosward, HR Director at Boswardv@edgehill.ac.uk.

Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support the University in making appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment
- **Start date:** A start date will be arranged after pre-employment checks are completed.