SENIOR L&OD BUSINESS PARTNER

JOB DETAILS

<table>
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<tr>
<th>DIVISION: Operations</th>
<th>TEAM: HR Business Partnership &amp; Development (HRBP&amp;D)</th>
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<td>LOCATION: UK (Oxford or Home-Based)</td>
<td>CONTRACT TYPE: Open-ended</td>
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<td>GRADE: B</td>
<td>JOB FAMILY: Human Resources</td>
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<td>SALARY: £39,655-£51,816 FTE</td>
<td>HOURS: 36</td>
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FLEXIBLE WORKING: We believe flexible working is key to building the Oxfam of the future, so we’re open to talking through the type of flexible arrangements which might work for you. We believe this role would work particularly well as a job share or partially home-based.

DIVISION PURPOSE: To provide and support efficient, safe, secure, feminist and partner-led operations which enable the confederation to have greater impact, to ensure the resources entrusted to Oxfam GB and other affiliates are appropriately used and provide effective support to our shops and UK locations.

TEAM PURPOSE: The HRBP&D Team will work with Oxfam GB (OGB) teams in our shops and offices and internationally to provide strategic HR advice and guidance, leadership & skills development, enable employee engagement and drive culture evolution. The team will be enablers of change and provide expertise support and advice to leadership, managers and staff.

JOB PURPOSE: The role will support organisation effectiveness by leading the development and implementation of Learning and Organisation Development (L&OD) solutions aligned to strategy, including culture change, transformation and embedding values and our Feminist Leadership approach in how we work, in the UK and Globally.

POST HOLDER REPORTS TO: Head of HR Business Partnership and Development

JOBS REPORTING TO THIS POST: L&OD Business Partners

BUDGET RESPONSIBILITY: No

DIMENSIONS OF THE ROLE

- Leads and manages a team of L&OD Business Partners to drive and enable consistently high standards of outcomes-focussed transformational service delivery, developing and promoting best practice.
- Provides input and advice to inform strategic plans and decisions taken by the OGB leadership team, and as part of the wider HR management team, to further the medium term strategic and operational objectives of Oxfam and the HR function.

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- Owns the relationship with the business in regards to L&OD and provides professional advice to senior managers on a wide spectrum of related matters, including organisation culture and transformational change
- Develops solutions to specialist, diverse and/or complex L&OD operational challenges, in line with Oxfam’s strategic aims and objectives, working in collaboration with other areas of expertise in the business and wider HR team
- Manages strategic L&OD information from a variety of internal and external sources, and uses data analysis to inform decision making, anticipate issues and drive continuous improvement
- Leads and encourages the transformation, digitisation and simplification of Oxfam and HR processes and ways of working, in line with culture objectives and in collaboration with colleagues from across the business
- Deputises for Head of HRBP SD where required
  
  Motivates and develops teams, encourages and role-models the Oxfam working culture. Encourages staff representation and involvement in line with our feminist principles.

### KEY RESPONSIBILITIES

- Leads and manages a team of L&OD Business Partners to provide relevant and transformational L&OD advice, solutions and interventions, ensuring organisation effectiveness through an offer aligned to our current and future organisation needs, talent development and retention, and to drive organisational performance.

- Oversee the development, delivery and evaluation of key leadership and management development interventions for OGB, in the UK for our corporate and retail teams, and in country.

- Oversee the provision and evolution of the Oxfam GB coaching offer

- The role leads for the HR team in informing and driving the culture evolution work within OGB and our transformation agenda and ‘how’ we work, including role-modelling Oxfam’s values, feminist leadership principles. This includes provides expert advice to OGB leadership and senior management on a broad spectrum of strategic and operational L&OD matters, with a significant emphasis on transformational and culture change.

- Member of the HR leadership team, and attends relevant internal OGB and Oxfam confederation-wide (OI) leadership, decision making and collaborative forums.

- Works collaboratively with colleagues in the wider HR team, to ensure advice, solutions and interventions are in line with wider HR strategy and address any operational considerations.

- Builds external networks and provides insight for the business and senior leadership into L&OD latest thinking and best practice to support day to day and longer-term decision making. Attends external events and forums representing OGB.

- Uses relevant management information and data to measure effectiveness of all L&OD interventions and activity in support of strategic organisation effectiveness objectives, and to drive continuous improvement.
• Works closely with the Equalities team and promotes and enriches the culture-change, and the diversity, gender and inclusion aspirations of Oxfam to ensure successful embedding across Oxfam and in own team.

• Coaching and building capability of senior managers, and of own team to drive performance and develop talent. Addresses performance concerns proactively and appropriately within own immediate team.

**PERSON SPECIFICATION**

Most importantly, every individual at Oxfam GB needs to be able to:

• Live our values of INCLUSION, ACCOUNTABILITY and EMPOWERMENT (read more about these [here](#)).

• Ensure you commit to our ORGANISATIONAL ATTRIBUTES (including adhering to the Code of Conduct):

  1. BE COMMITTED TO OUR FEMINIST PRINCIPLES, AND TO APPLYING THEM IN YOUR DAY-TO-DAY BEHAVIOUR AND YOUR WORK. BE READY TO KEEP LEARNING, WITH ACCOUNTABILITY TO THOSE WHO EXPERIENCE OPPRESSION AS A RESULT OF THEIR IDENTITIES, SUCH AS THEIR GENDER, RACE/ETHNICITY, DISABILITY, CLASS, OR LGBTQIA IDENTITY.

  2. BE COMMITTED TOUNDERTAKING OXFAM’S SAFEGUARDING TRAINING AND ADHERING TO RELEVANT POLICIES, TO ENSURE ALL PEOPLE WHO COME INTO OXFAM ARE AS SAFE AS POSSIBLE.

**EXPERIENCE, KNOWLEDGE & COMPETENCIES**

**Essential**

For this role, we have selected the most relevant feminist leadership practices which we will use for assessment purposes (which you can read more [about here](#)):

• Self-Awareness

• Enabling

• Mutual accountability

• Relationship building

In addition, an ideal candidate will also have:

• Experience managing performance of others and helping people to develop, grow and achieve their potential, including increasing diversity and inclusion in teams and / or workplaces

• A track record of advising and developing outcome-focussed Learning and Organisation Development (L&OD) interventions to support strategic goals, organisational change and enhance performance, drawing on best practice.

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• Extensive experience of leading, advising on and delivering significant organisational change, including the design and delivery of strategic and learning interventions to enhance performance
• Significant experience of strategic business partnering gained within a large complex organisation and with multiple stakeholders
• Experienced in contributing to medium-term strategic and operational business planning and delivering outcomes aligned to business strategy
• Analytical skills, including using data to measure outcomes and inform decision making, and being able to weigh up and take decisions when there are unknowns
• Be a role model for wellbeing and resilience

Desirable

• Experience in leading and managing individuals and / or teams
• Experience of leadership and management development internationally
• MCIPD qualified or equivalent relevant professional qualification
• Experience in wider Organisation Effectiveness areas such as Talent and Resourcing.

Safer recruitment: All offers of employment are subject to satisfactory references and appropriate screening checks (which can include counterterrorism, safeguarding and criminal records checks). You can find out what this means here.

DBS CHECK REQUIRED Yes

FOR HR USE ONLY

Graded and reviewed by: Elaine Millard
Job Title: Head of HR Business Partnership Date: 25/07/20