

Job statement

Organisational Development Manager			
Salary band	Senior Manager	Salary	Starting from £51,949 +Benefits
Department	Directorate	Work location	Hybrid – both remote, agile working, and in person time in our offices at 41 Portland Place, London
Reports to	Executive Director	Direct reports	None
Role duration	Fixed Term 12 months	Last updated	September 2022

About the Academy

The Academy of Medical Sciences is the independent, expert voice of biomedical and health research in the UK.

Our vision is good health for all supported by the best research and evidence.

Our mission is to help create an open and progressive research sector to improve the health of people everywhere.

- We support researchers with innovative funding and career development opportunities.
- We help create a more sustainable environment for delivering outstanding research.
- We help researchers to work with academia, the public, charities, policy makers, health and social care partners, and industry to make the greatest difference to health.

Our new strategy for 2022-2032 focusses on the following strategic priorities.

1. Influence policy and practice to improve the lives of patients, the public and communities
2. Support UK biomedical and health research to strengthen its global competitiveness and reputation
3. Support the next generation of researchers to reach their full potential
4. Work with our partners to increase the Academy's impact on global health
5. Build our resources to ensure our long-term independence and effectiveness

[You can read more about our strategy 2022-2032 here](#)

Working at the Academy

A welcome from our President, Professor Dame Anne Johnson

The COVID-19 pandemic was without a doubt a defining moment for the Academy. It is for times like this that the Academy was created – and we will be needed more than ever in the coming years to respond effectively to post-pandemic opportunities.

The staff at the Academy excel at bringing together diverse voices to solve complex problems. It is through this approach that we can help solve problems such as limiting the health impacts of climate change, harnessing artificial intelligence to improve health and reducing health inequalities.

With science at the forefront of the UK's aspirations to improve health, international reputation and economy, there couldn't be a better time to join the dedicated staff team working at the Academy.

Our staff

We have grown rapidly in recent years and continue to expand our team and the work they do. We currently have a staff of 70 people, all are guided by the following values:

- We strive for excellence
- We act on evidence
- We behave with integrity
- We collaborate widely
- We are inclusive and actively seek diversity in all forms

We support our staff to be agile, kind and resilient in everything they do.

Our talented and committed staff team who embody our values are one of our key strengths. We put physical and mental wellbeing at the heart of our organisational culture and the way we work.

What you can expect working with us

We are committed to working towards full equality of opportunity in our own organisation, practices and activities, and in the wider academic workforce. [You can see more information on our EDI values, principles, and behaviours here.](#)

We want to ensure diversity of thought and experience in all we do and for our staff to be able to bring every part of themselves to work. We actively encourage and welcome applicants from all backgrounds to help us engage with the diverse community we serve.

We will happily make reasonable adjustments for applicants as needed. Please do specify these at the time of applying. We welcome discussion of different working arrangements and locations with any successful applicant.

Our staff culture is shaped by the message of our [MedSciLife](#) campaign which states that a life outside work is not an extra, but an integral part of who we are. We encourage different working styles and practices to enable passions and achievements outside work to support individuals' careers.

To enable all staff to find a working pattern that best suits them and the needs of their role, we have agile working principles in place and are investing in hybrid and digital technologies. For those who want it, we provide daily access to desks in our London office Monday to Friday. To support connections in the office, our onsite venue team regularly provide free lunches for staff in our lounge and hot drinks are available in our small staff café.

The role

This will be a new role working within the Academy responsible for developing and implementing programmes that support our 10-year strategy, requiring engagement of Academy employees at all levels of the organisation.

Accountabilities

- Work closely with senior leaders to understand our 10-year strategy and support them by recommending potential organisational development solutions for identified challenges to delivery of the strategy.
- Bring external learning and thinking to the organisation. Workable ideas/solutions that can be implemented organisation wide
- Use organisational development diagnostic skills to understand challenges fully and complete diagnostic summaries. For example, you may analyse our internal processes to determine if they are as effective as they can be to deliver our strategy and create a report outlining your findings.
- Design and implement change management projects across the organisation aligned with our 10-year strategy. For example, you can use outcomes from your diagnosis for organisational processes to design and deliver a change project to change some organisational processes that will help use better deliver our strategy.
- Optimising internal collaborations by increasing cross-functional working and communication between departments.
- Design and deliver project outcomes reports including lead and lag metrics, specifically connecting with senior leaders so they understand progress of sponsored projects.

Skills and abilities

- Bachelor's/Master's degree in organisational psychology, organisational development, NTL Organisational Development certification and/or equivalent experience built up in an organisation development role.
- Strong capability in building relationships, networks and partnerships, relying on an ability to listen, learn, collaborate and lead.
- Strong analytical and time-management skills.
- Strong planning, collaboration, organisational and project management skills
- Ability to write reports
- Ability to effectively present information and respond to questions from various stakeholders including leadership, managers, and employees as a means to influence, engage and inform.
- Ability to solve practical problems and deal with a variety of variables connected to problems you have to solve.
- Advanced proficiency in office software.

Competencies

1. Leadership and People Management

- Supports a culture where individuals readily share knowledge, skills and experience to improve others' outputs.

2. Inclusivity and Integrity

- Helps build an environment that helps people contribute and be heard

3. Personal Effectiveness

- Self-aware and committed to wellbeing to support personal resilience and focus through periods of higher stress and/or pressure.

4. Communication

- Uses advanced listening techniques like active listening and a coaching approach to create understanding with leaders and peers that lead to appropriate, supportive responses and action.

5. Innovation and Excellence

- Understands and anticipates the sphere and context in which the Academy is operating and develops role specific strategies for the future direction of the organisation, challenging the status quo where needed

6. Collaboration

- Builds, maintains and actively promotes an environment that motivates colleagues to cooperate, to go the extra mile and interact cross-functionally

Benefits and opportunities

Salary progression	<p>We have recently introduced a new salary progression framework.</p> <p>The framework offers opportunities for salary increases at 6 and 12 months. Further increments are available as staff progress through our role and competency framework. We are also committed to regular cost of living and/or benchmarking reviews.</p>
Location	<p>Hybrid – both remote and in person time in our offices at 41 Portland Place, London, W1B 1QH</p> <p>We do not operate a set number of days, however many work towards one day a week in the office or attending face-to-face meetings and events.</p> <p>We welcome discussion of different working arrangements and locations with any successful applicant.</p>
Annual leave	<p>29 days per annum; including Christmas closure dates, plus bank holidays (pro rata for part time staff)</p>

Pension	The Academy contributes 7.5% of gross salary to a Legal & General salary sacrifice pension scheme, with an employee contribution of 3%.
Life assurance	3 x annual gross salary
Season ticket travel loan interest free	Available to all staff after completion of probationary period
Family friendly benefits	<ul style="list-style-type: none"> • We offer enhanced maternity and paternity leave and provide coaching for parents returning to work. • We are a family friendly employer and support staff to be present for their families and those they care for through our agile working policy.
Agile working	<p>We empower individuals and teams to identify work practices and patterns that enable the organisation to maximise its potential and the individual to achieve the best possible work/life balance.</p> <p>Our agile working approach operates on the following principles:</p> <ol style="list-style-type: none"> 1. Open 2. Timely 3. Experimental 4. Connected 5. Respectful 6. Empowered <p>These principles allow staff to determine how, when and where they work to do their job well and support their wellbeing.</p>
Wellbeing and mental health	<ul style="list-style-type: none"> • Subscription to Headspace and Class pass. • Regular individual, team and organisation wide wellbeing days. • Seasonal staff connection days • Employee assistance programme including financial and wellbeing advice. • Access to free online counselling and CBT • Cross organisation staff group dedicated to wellbeing that runs activities to support social connection and mental and physical health. • Team of staff mental health first aiders
Equity, diversity and inclusion	<ul style="list-style-type: none"> • Regular EDI learning sessions and events connected to religious holidays, social awareness days and cultural celebrations. • Access to EDI training and development sessions. • Opportunity to join a cross organisation staff EDI Forum, with leads for Disability, Neurodiversity and Mental Health; Gender Equality; LGBTQ+ Community; and Racial Diversity. • EDI SharePoint with resources including current affairs, podcasts, campaigns, blogs and reports. • We are also a member of EDIS (the Equality, Diversity and Inclusion in Science and Health Research Network),

	the Employers Network for Equality & Inclusion and the Proud Science Alliance , a collective of healthcare and life sciences sector LGBTQ+ networks.
--	--