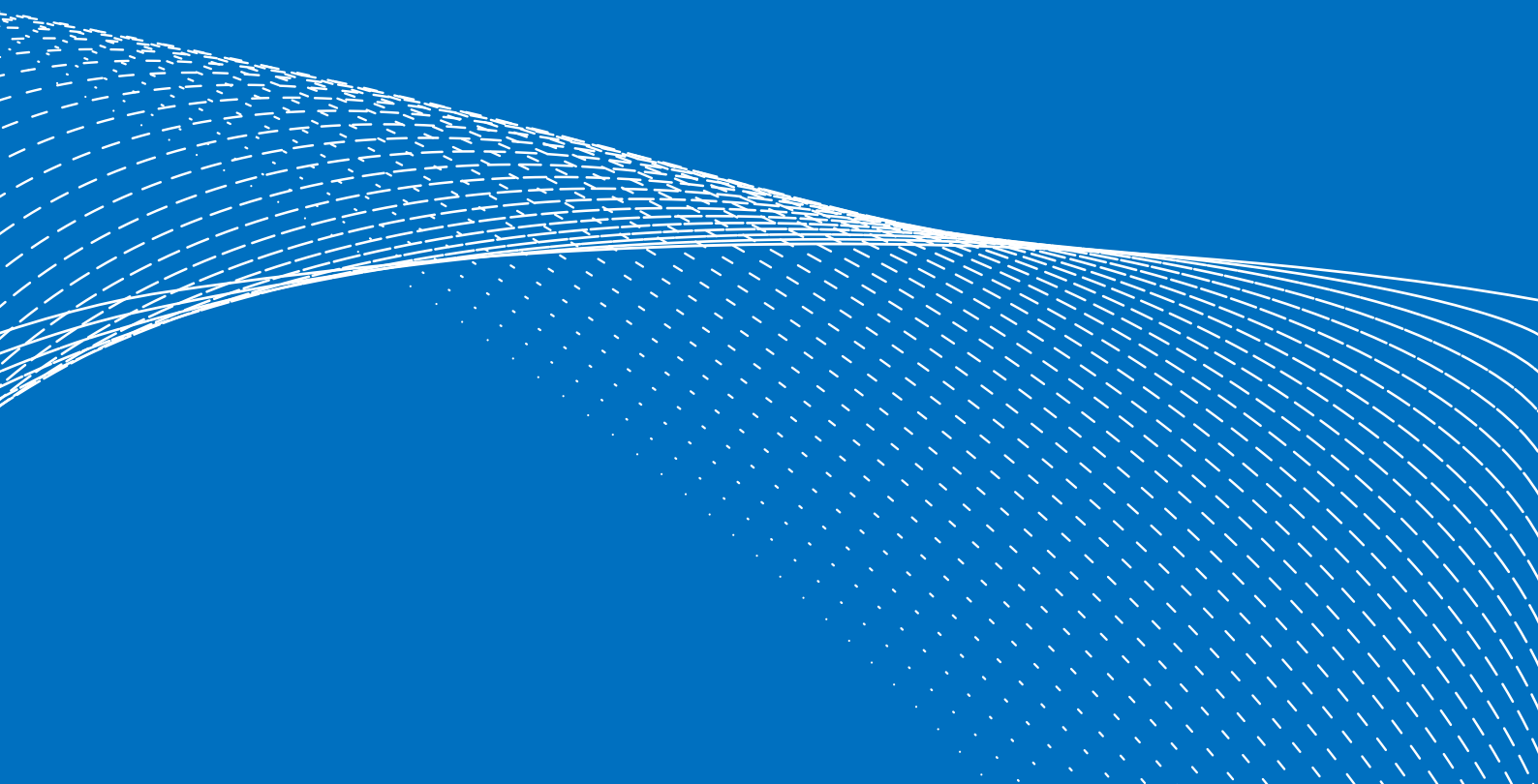


Head of Organisational Development

Supporting the UK HE sector



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About UCEA

The Universities and Colleges Employers Association (UCEA) is the body that represents the interests and views of UK Higher Education organisations as employers. We are a voluntary membership organisation, funded through the subscriptions of our member organisations. We are governed by a Board drawn from Vice-Chancellors, Principals and Chairs of governing councils of universities. We also support a number of specialist advisory committees drawing in professionals and partners from across the sector. This helps to guide our work and ensure that we can recognise the diversity and distinctiveness across HE institutions and between the contexts of our devolved nations.

UCEA's purpose

UCEA is the leading voice on employment and reward matters in the UK Higher Education sector. We support our members to be employers of choice through collaboration, advocacy and expert advice.

We seek to do this in a way that:

- is responsive and sensitive to our members' diversity and differentiated aims and needs
- uses a collective sector voice effectively and appropriately
- is alert to the challenges and risks of the wider environment
- makes efficient use of resources and delivers value for money

UCEA's core values

UCEA has also developed five core values which, as our behavioural compass, will guide our actions at an individual, organisational and sector level:

- **Leadership** – We consult, challenge and provide thought leadership
- **Expertise** – We develop and share our knowledge, information and evidence-based insight
- **Inclusivity** – We respect differences and utilise the benefits they offer
- **Integrity** – We demonstrate and promote what is right to uphold the highest standards
- **Aspiration** – We encourage learning, innovation and forward thinking

UCEA's aims

We identify three main aims:

- To contribute to excellence and effectiveness in human resource management, anticipating, listening and responding to the shared needs of members;
- To enhance knowledge from within and beyond the sector and facilitate dialogue and learning;
- To represent the collective interests of our members.

UCEA's new strategic plan

Higher education is a sector with an important mission delivered by dedicated people, but it is also a sector which faces unprecedented challenges. The UCEA Strategic Plan covers the academic years from August 2024 to July 2027 and attempts to build on our previous successes, while further enhancing our services to members and our leadership role on employment and workforce matters.

The strategic plan is structured around five themes:

- Continuing to be the expert voice in employment policy and reward, articulating and promoting good employment practice, while respecting the diversity of institutions and providing a foundation for local solutions.
- Negotiating fairly with our trade unions to achieve the best for society, students and staff. This includes building relationships and fostering constructive dialogue on the HE workforce and financial challenges.
- Supporting employers to set the terms of the debate on the sector's pension schemes.
- Working in partnership with members, trade unions and sector agencies to promote a positive agenda for employment in the sector.
- Ensuring that UCEA continues to develop and adapt as an organisation exemplifying good practice as an employer whilst providing effective support and value to members.

UCEA's services

Our member resources include extended briefings on employment key topics, research reports, toolkits case studies, timely updates alerting members to particular developments, our employment and pensions bulletins and other communications materials. Our two sector pay surveys are additional services that provide participants with invaluable data for benchmarking and market-testing pay. UCEA's provides an extensive programme of members' events, ranging from large-scale conferences to specialist network meetings.

Our expert advisers are also on hand to assist with members' queries on employment matters.

UCEA membership

UCEA membership is open to the full range of HE providers in the UK, with HE institutions as full members and a growing number of associate members which are organisations that work within the sector other than as HE providers.

Visit the UCEA website: www.ucea.ac.uk

Head of Organisational Development

The Role

Purpose

The purpose of this role is two-fold:

Employee experience leadership

'Supporting employer aspirations to enhance the Employee experience (EX) is UCEA's first key strategic priority, outlined in its Strategic Plan 2024–27. The delivery of this strategic priority is underpinned by UCEA's EX Five pillar programme of work, which will be due for review in 2027 as part of UCEA's strategic plan review. The purpose of this role is to shape and advance EX practice across the UK's higher education sector.

Strategic L&D provision

Our current L&D programme includes an existing wide range of well-attended strategic-level events for senior-level colleagues throughout the sector. Our events are designed to enhance knowledge and understanding of emerging employment policy and practice and to support innovative and forward thinking in employer strategies. Responsibility also covers corporate events such as the annual Board's strategic review event, our annual Members' meeting, and other events designed to support the overall direction of our organisation's business.

The role offers the opportunity to work collaboratively with a range of stakeholders, within UCEA and across member organisations, sector partners and subject matter experts to design practical solutions that enhance the experience of staff across the sector.

Main duties and responsibilities

Employee experience (EX)

- Represent our organisation as a recognised voice on EX at national forums, conferences and stakeholder meetings, influencing policy and practice.
- Lead the development and delivery of a national programme of activity to support and influence members' EX strategies.
- Commission and disseminate research, benchmarking and good practice resources that support evidence-based decision-making in EX strategies.

L&D provision

- Lead on, and develop, a comprehensive, high quality and value-for-money L&D programme to meet anticipated and emerging needs of employers within the sector.
- Design and deliver events and learning opportunities that strengthen organisational capability and EX.
- Ensure that the overall programme and each event is specifically curated to address the sector context as well as the target audience.

- Lead, manage and develop an agile Events Team to ensure the successful delivery of objectives.

Other responsibilities

- Lead the development of long-term strategies and annual business plans relating to organisational development, EX and member learning.
- Build and maintain effective relationships with member representatives, sector bodies and key stakeholders.
- Develop, manage and monitor income and expenditure budgets across all areas of responsibility
- Ongoing review and adjustment to planned delivery across all areas of responsibility to ensure continued relevance and achieve targeted outcomes.
- Ensure services, resources and events deliver value and support members' organisational development and EX strategies.
- Manage a small Events team and matrix management for delivery of EX work.

Essential knowledge, skills and other requirements

- Educated to degree level or relevant experience.
- Substantial and successful experience at a senior level in leading on organisational development strategy.
- Up to date knowledge of latest EX practices.
- Proven experience at a senior level of designing, developing and delivering learning and development events.
- Ability to develop events concepts in collaboration with senior colleagues and stakeholders, and overseeing the whole 'concept to delivery' process.
- Experience of commissioning services from external providers.
- Experience of managing budgets, business planning and achieving income and expenditure targets.
- Excellent analytical skills.
- Excellent written and oral communication skills.
- Confident and credible presenter to senior and specialist audiences.
- Adaptability and agility, together with the ability to motivate and manage a team with similar qualities.
- Ability to prioritise a complex and demanding workload.

The successful candidate will be required to provide evidence of their right to work in the UK prior to commencing employment.

Main Terms and Conditions of Employment

Term of appointment

Without term, subject to the completion of a satisfactory probationary period of six months and demonstration of eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

This role is also open to candidates considering a secondment opportunity.

Salary

Starting salary is c.£75k. Salary progression is subject to assessment of performance.

Hours

The post is offered as full-time over five days per week.

Pension

The post holder is entitled to join the Universities Superannuation Scheme (USS), currently a hybrid defined benefit / defined contribution scheme with employer and employee contributions.

At present, the employee contribution rate is 6.1% of salary and the employer contributes 14.5%. UCEA operates an optional salary sacrifice scheme for pension contributions.

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Holidays

The holiday entitlement for this role is 30 working days per annum plus all statutory holidays and any associated days when the office is closed (currently four days over Christmas and New Year).

Sickness

A good occupational sick pay scheme (subject to compliance with policy and reporting requirements), determined by length of service with UCEA, details of which can be provided.

Other benefits

- Salary sacrifice option for pension contributions.
- Personal development fund and access to other training and development opportunities.
- Interest-free season ticket loan.
- Cycle to work scheme.
- Employee assistance programme.
- Fitness and wellbeing reimbursement scheme.
- Membership of Benenden Health.

Location

- The UCEA offices are located in Bloomsbury (Tavistock Square, London, WC1) and this will be the base location for the post-holder.
- UCEA operates a hybrid working policy which involves a mixture of working at our offices in Bloomsbury, central London, and the opportunity to work remotely each week. This would involve a minimum expectation for this position of three days per week being worked at UCEA's office during the probationary period, falling to two days per week on completion. Employees may also choose to work more regularly in the office.

Reports to: Roshan Israni, Deputy Chief Executive

Application Process

Candidates are asked to provide two supporting documents:

- A full and current CV, detailing your most recent appointments, duties and level of responsibility.
- A brief Application Statement, outlining and entitled, ***'The relevance of my experience to the position of Head of Organisational Development.'***

Please ensure you have included all relevant contact details including work and home telephone numbers, email address and full postal address.

Finally, please provide the details of two referees (one of whom should be your current or most recent employer) including name, nature of relationship, position and telephone contact details. If you do not wish one or both of your referees to be contacted without prior permission, please clearly indicate this.

Applications should be sent by email to recruitment@ucea.ac.uk

For an informal conversation about the role, please feel free to contact Roshan Israni, Deputy Chief Executive or Raj Jethwa, Chief Executive, via recruitment@ucea.ac.uk

Key dates for your diary

Closing date for applications: 14 September 2026 (noon)

Interviews: 29 September 2026