

Bloodwise

The **blood cancer research** charity

Director of Organisational Effectiveness

Welcome from the Chief Executive Officer

A warm welcome from Bloodwise and thank you for your interest in the role of Director of Organisational Effectiveness.

Bloodwise has a long and successful history as a research funder, we have established a formidable relationship with scientists, clinicians, supporters and stakeholders and have invested more than £500 million in blood cancer research in the UK. We have funded a number of critical research breakthroughs over the past 6 decades and where we have invested, survival rates and quality of life have improved. The rate of scientific discovery is accelerating, the prospect of new and kinder cures is closer than ever and yet at the same time the incidence of blood cancer is on the rise. However, we can see that the next 10 years could be the tipping point in which we finally beat blood cancer.

Now is a great time to be joining Bloodwise as it enters the most exciting chapter in what has been a long and distinguished history and I feel privileged to have taken up the leadership of the organisation at this critical point. Bloodwise is embarking on a period of growth and realignment during which we will need to learn from, and build on, our strengths at the same time as drive transformation to ensure we achieve the best outcomes for blood cancer patients, their families, friends and supporters.

To support this change we are creating this new role on the Executive Team. The post holder will be responsible for leading the strategic development of organisational and operational effectiveness, staff engagement and culture change aligned to strategic objectives.

We are seeking a highly strategic and creative thinker with experience of leading successful organisation-wide transformation and effectively managing a broad portfolio of teams. The successful candidate will have a pragmatic approach and understand the importance of culture in driving and sustaining great performance and organisational health. In return you will have the opportunity to have a significant impact on the effective performance of a growing organisation and of delivering life changing results for those whom we serve. We welcome applicants from a range of sectors with demonstrable experience of delivering high quality, sustainable transformation.

If you would like to contribute your expertise, energy and innovation to this important post for Bloodwise, we look forward to hearing from you.

Best wishes,
Gemma Peters
Chief Executive

Context

We're the UK's specialist blood cancer charity and our vision is clear: we're here to beat blood cancer and we've been working to do this since 1960. We fund world-class research; provide information and support to patients and their loved ones; and raise awareness of blood cancer.

Since 1960 we have invested more than £500 million in blood cancer research in the UK. Where we've invested, survival rates and quality of life have improved. We're proud to say that UK blood cancer research leads the world, thanks to the money we've been able to invest because of our supporters and fundraising. But we still have so much more to do: blood cancer is the 5th most common cancer and sadly it is the 3rd biggest cancer killer in the UK, claiming more lives than either breast or prostate cancer. We'll keep working to achieve our vision of improving survival rates and quality of life, and ultimately of beating blood cancer.

Following a period of transition our new CEO joined in September 2017 and together we have begun the process of exploring the culture and operational approaches that we will need to deliver our strategic objectives. It has become clear that in order to do this, change will need to become the new normal and whilst building on the learning and success of the past, we will need to transform to deliver into the future. To make this a reality we need to:

- Ensure our activities are fully integrated and focused to where they deliver maximum value
- Align our systems, processes and people to provide a secure and flexible platform to liberate time and resources to focus on growth opportunities
- Create a culture in which our people are engaged, inspired and relentlessly looking for opportunities to improve.

To create the necessary platform to drive and sustain this transformation we are now bringing together our Data & CRM, HR & L&D, ICT and Planning, Performance and Delivery Teams under a new Organisational Effectiveness Directorate and we are seeking an exceptional candidate to lead this team, and the organisation, to new levels of performance and organisational health.

This challenging role requires someone with who will be able to influence, negotiate and challenge positively and effectively; building excellent relationships at all levels and bringing colleagues with them through the process of change.

JOB DESCRIPTION

Job Title:	Director of Organisational Effectiveness
Reporting to:	Chief Executive Officer
Directorate:	Organisational Effectiveness
Location:	London

Job Purpose

This is an exciting opportunity to lead this newly created directorate and to play a key role in the transformation and future strategy of Bloodwise. The Director will lead the ongoing design, delivery and embedding of effective culture and operational transformation and for the development of organisational capability and capacity to deliver sustainable change and a more effective operating model.

Working closely with colleagues on the Executive Team, the post holder will be expected to be a source of advice and support on their own area of expertise but also contribute fully to strategic thinking and business planning across the organisation. The role will also need to have the professional confidence and expertise to influence the Board of Trustees and to engage them effectively in the process of change.

They will have operational responsibility for the contribution of the Data & CRM, HR & L&D, ICT and Planning, Performance and Delivery Teams to the process of transformation and for the delivery of support services to the organisation.

Main duties and responsibilities

- Drive strategic improvement in organisational effectiveness through infrastructure improvement, performance management, staff development and culture change.
- Work with the CEO to lead a business transformation programme to review, develop and embed efficient and effective systems and processes which are aligned to organisational objectives.
- Establish a data and evidence-driven approach, providing robust analysis and challenge as the basis for organisational decision making.
- Ensure delivery of business intelligence in the form of data, insight and analysis services to teams across the organisation.
- Provide inspiring and intelligent leadership within the organisation, encouraging, role-modelling and embedding a high-performance culture, processes and practice.
- Develop and deliver engaging approaches and methodologies that underpin the development of a high performance culture at Bloodwise.
- Oversee the development of a programme to ensure we recruit and retain the very best talent, continually building the capabilities of our people.
- Lead the organisation planning process ensuring organisational objectives feed through to departmental and individual objectives and that associated KPIs are robust.
- Lead the delivery and management of key infrastructure projects and programmes (including IT transformation).
- Work with the Director of Fundraising & Marketing and other colleagues to deliver a digital transformation across the organisation helping to embed the right skills, systems and approaches to support a 'digital first' approach.
- Work with the CEO to lead a Bloodwise Strategic Review, ensuring the onward development of a 3-5 year implementation plan.
- **As part of our Executive team, you will:**
- Contribute to all discussions and decision making processes that relate to the organisation's strategic plans and their realisation, demonstrating good judgement and ownership.
- Be a visible and compelling ambassador and advocate, ensuring the organisational strategy and related objectives and targets are clearly communicated across the organisation and these are translated into personal and team objectives.
- Inspire and empower your teams to maximise their contribution to our mission, providing them with support and focus.
- Champion and role model learning and development at Bloodwise. Actively support the development of our organisation and our people.
- Work in partnership with others and as part of cross directorate teams to deliver successful outcomes.

- Deputise for CEO and other Directors when necessary.

PERSON SPECIFICATION

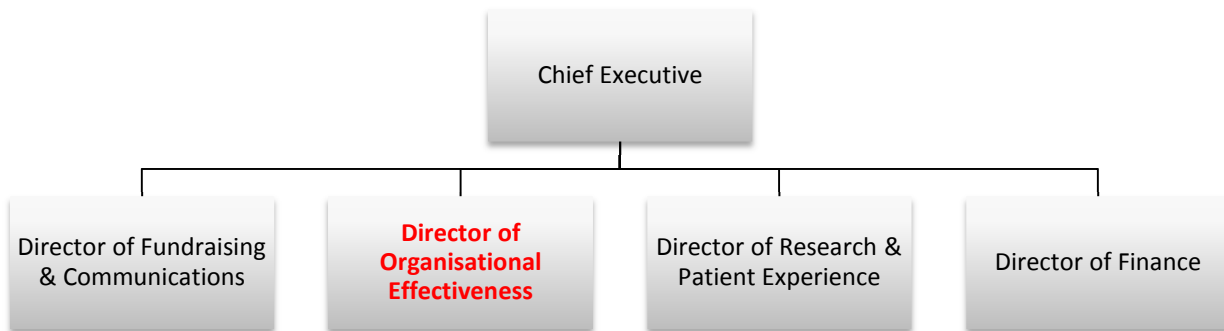
Skills knowledge and experience	
Essential	
1	Significant experience in organisational change involving culture, people, systems and processes.
2	Proven experience in successfully leading and developing consistently high performing teams.
3	The knowledge, skills and experience to manage a broad portfolio of work in a range of technical specialisms.
4	Experience of developing inclusive and robust planning processes including budget management, reporting, financial forecasting and analysis.
5	Excellent interpersonal and relationship building skills, with the ability to empathise, influence and negotiate with a diverse range of stakeholders and to a high level. Ability to engage others in driving plans forward with energy and credibility.
6	Highly capable analysis and reporting skills, able to set appropriate KPIs and establish the mechanisms for monitoring and reporting across disparate functions and teams.
7	Demonstrable experience of developing and sustaining cross-organisational and collaborative working to achieve organisational objectives.
8	Strong financial management skills.
Desirable	
1	Experience of working at a similar level, preferably within the charity, health or related sector.
2	Experience of leading digital transformation programmes.
3	Project management skills with a relevant
4	Experience of LEAN process improvement.
5	Strong commercial awareness.

Things we all do

- Attend and assist at Bloodwise events and activities as required (NB this involves evening and weekend work)
- Be an effective ambassador for Bloodwise at any activity you attend
- Develop an in-depth understanding of our work
- Do any other reasonable things your manager needs you to do

Organisational Structure

The Director of Organisational Effectiveness is part of a team of four Directors who, together with our Chief Executive, make up our Executive Team. The post holder will have operational responsibility for the HR, Planning & Performance, IT & CRM teams (c20 people).

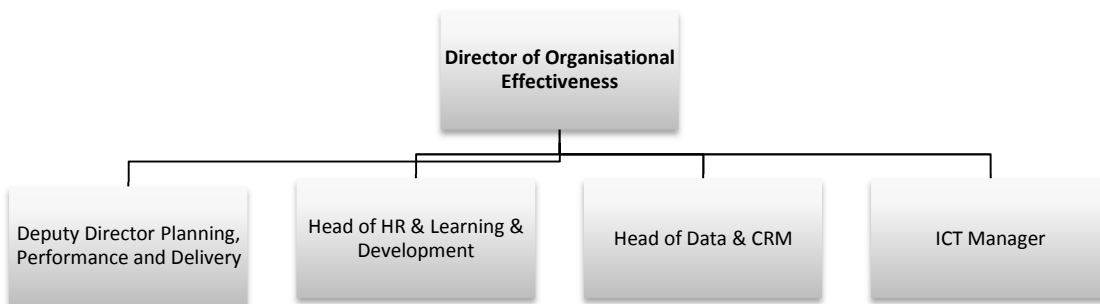


The Chief Executive reports directly to the Chairman of the Board of Trustees and the Executive Team meet with the Board of Trustees 6 times a year.

Governance Structure



BOARD OF TRUSTEES



TERMS AND CONDITIONS

Salary

Dependent on experience, circa £85,000

Pension

Automatic membership of our pension scheme (Employer 1%, Employee 1%).

Directors who have passed their probationary period are also eligible for enhanced pension provision (Employer 15%, Employee 5%).

Additional benefits

- Life assurance, sick pay and Employee Assistance Programme.
- Staff who have passed their probationary period are also eligible for interest free season ticket loan, Ride2Work scheme and childcare voucher scheme.

Hours

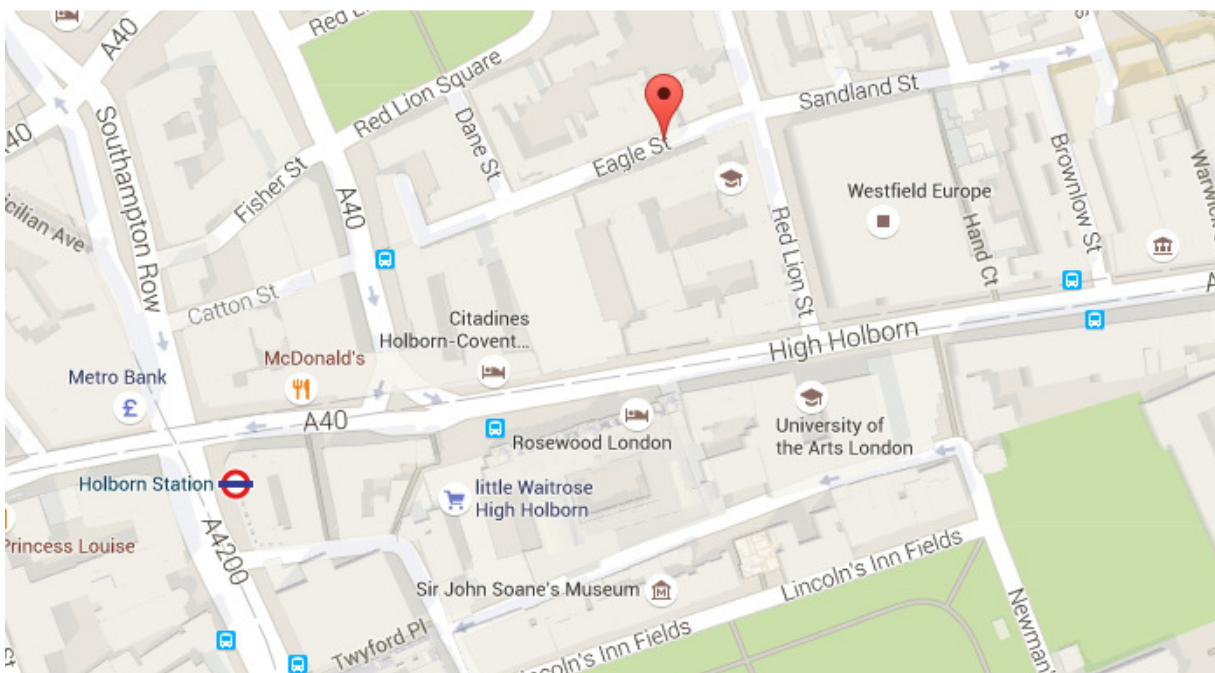
Contracted hours are Monday to Friday 9.00am to 5.00pm but additional weekday and weekend commitments will be necessary to meet the demands of the job. There are no overtime payments but where applicable extra time worked can be claimed back using our Time Off in Lieu (TOIL) policy.

Annual Leave

30 days holiday plus bank holidays

Location

This role will have a base in our Head Office in Eagle Street, London but will require some travel to other sites across the UK.



HOW TO APPLY

Please visit our website to apply <https://bloodwise.org.uk/>

You will need to submit a comprehensive CV and a supporting statement (maximum 2 pages) outlining your interest in the role and your fit against the essential experience criteria in the person specification, quoting reference: Director of Organisational Effectiveness

The deadline for applications should be emailed by 09:00 13 December 2017

Should you have any queries or wish to have an informal discussion about this role, please contact Kathryn Haslam on 0207 7504 2266 in the first instance.