

Role Profile

ORGANISATIONAL DEVELOPMENT ADVISER			
Reference No.	JCR1474	Type	Individual
Service	Human Resources		
Job Family	Professional 1	Grade	FC7

Purpose
To contribute towards the development and delivery of organisational development approaches, aligned with our Workforce Strategy and to provide effective client centred Organisational Development services to Directorates.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Undertake a range of focussed change and improvement initiatives aligned to Workforce Strategy and Organisational Development and Improvement priorities.
Contribute to the design, development and implementation of change initiatives and organisational-wide key processes.
Research, evaluate and recommend options to support the delivery of delegated OD initiatives.
Develop and monitor the delivery and impact of outcomes related to specific projects and delegated areas or responsibility.
Develop and maintain good working partnerships with other Services within the Council and with external partners / providers.
To provide effective client centred OD support to Directorates.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Educated to degree level or equivalent in a related field	✓	
Experience of working collaboratively with a range of employee groups within an organisational development context	✓	
Experience of contributing to and developing the organisational development agenda	✓	
Experience of delivering organisational development projects to specification within defined deadlines	✓	
Ability to provide a regular and effective service	✓	
Ability to effectively engage and collaborate with stakeholders and where necessary, reconcile conflicting viewpoints	✓	

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
Preparation of proposals and reports and attendance at meetings.	Ability to communicate clearly and concisely to a diverse audience using a range of channels and formats	✓		
To work in collaboration with team members and colleagues in HR and across the organisation and external organisations (as appropriate) in the delivery of projects.	Knowledge of change models and theories relevant to the organisational development context	✓		
Plan workload and deliver to timescales and within specification.	Awareness and knowledge of the evidence base relating to organisational development and a curiosity to further develop	✓		
Provide support to implementation of OD interventions as necessary.	Adaptability, flexibility, responsiveness and solution-focused in dealing with change	✓		
Assist the HR Service Manager and Team Manager in delivering an added value service to a variety of clients across the organisation.	Self-motivated and proactive approach to managing and prioritising workload with a 'driven' to deliver focus	✓		
Keep up-to-date with OD developments.	IT skills	✓		
Maintain organisational awareness and deliver OD support which is aligned to corporate priorities.	Ability to cultivate and sustain positive working relationships with a range of stakeholders and partners	✓		
Liaise with other HR teams to provide integrated support to Services and projects.	Confidence in presenting ideas and project information to staff at all levels and able to respond effectively to questions and challenges	✓		
	Self-awareness and insight into the intended and unintended consequences of behaviour	✓		
	Ability to work under pressure, manage competing demands and deliver to deadlines	✓		
	Membership of CIPD or a relevant professional body		✓	
	Additional qualifications/accreditations in related areas such as, behavioural/propensity diagnostic tools, project management etc		✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.