

Organisational Development Adviser

Reference No.	A4542	Type	Generic
Service	Human Resources Service		
Job Family	Professional 2	Grade	FC8

Purpose
To lead and contribute towards the development of organisational development approaches, aligned with our Workforce Strategy and to provide effective client centred OD consultancy 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.
Lead the design, development and implementation of change initiatives and organisational-wide key processes.
Research, evaluate and recommend options.
Develop and monitor the delivery and impact of outcomes related to specific projects and delegated areas or responsibility.
To develop and maintain good working partnerships with other Services within the Council.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Degree level qualification (SCQF Level 8 or above).	✓	
Experience of working collaboratively with a range of employee groups within an organisational development context.	✓	
Substantial experience of creatively contributing to and developing the organisational/workforce change agenda.	✓	
Substantial experience of delivering organisational development projects to specification within defined deadlines. (Deliver Results – See How we Work Matters Framework)	✓	
Ability to provide a regular and effective service.	✓	

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
To provide effective client centred OD consultancy support to Directorates.
Preparation of proposals and reports and attendance at meetings.
To work in productive collaboration with team members and colleagues in HR and across the organisation and external organisations (as appropriate) in the delivery of project, team and service action plans.
Plan workload and deliver to timescales and within specification.
Provide corporate support to implementation of OD interventions as necessary.
Assist the HR Service Manager, Team Manager and Lead Officer in delivering an added value service to a variety of clients across the organisation.
Keep up-to-date with OD developments.
Maintain organisational awareness and deliver OD support which is aligned to corporate priorities.
Liaise with other HR teams to provide integrated support to Services and projects.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Ability to effectively engage and influence stakeholders and where necessary, reconcile conflicting viewpoints.	✓	
Ability to communicate clearly and concisely to a diverse audience using a range of channels and formats. (Focus on Customers)	✓	
Knowledge of change models and theories relevant to the organisational development context.	✓	
Awareness and knowledge of the evidence base relating to organisational/workforce change and a curiosity to further develop.	✓	
Adaptability, flexibility, responsiveness and solution-focussed in dealing with change.(Take Ownership)	✓	
Self-motivated and proactive approach to managing and prioritising workload with a 'driven' to deliver focus.	✓	
Good IT skills.(Embrace Technology & Information)	✓	
Ability to cultivate and sustain positive working relationships with a range of stakeholders and partners.	✓	
Confidence in dealing with staff at all levels and having the courage to challenge constructively. (Work Together)	✓	
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.		✓

Role Profile

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
		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.					
Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:					
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		Range %	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		D
JOB TITLE (of Specialist tasks)					
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			Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:		
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 			<ul style="list-style-type: none"> Take Ownership Focus on Customers Work Together Embrace Technology & Information Deliver Results 		