



Role Profile

ORGANISATIONAL DEVELOPMENT LEAD OFFICER			
Reference No.	A4295	Type	Individual
Service	Human Resources		
Job Family	Professional 3	Grade	FC9

Purpose
To provide consultancy support to services in relation to the identification, planning and delivery of solutions to meet their learning and organisational development needs.
Manage/Lead on projects and specific areas of organisational development activity to drive change and deliver performance improvement.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Engaging and working with customers within the corporate/service structures to identify needs, desired outcomes, specifications and requirements.
Leading corporate and professional organisational development projects from inception to completion. Ensuring the complex projects are delivered against desired strategic outcomes, professional standards, organisational cultural expectations and behaviours.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Educated to SCQF level 9 which includes a Degree or equivalent in a relevant subject/professional area	✓	
Post Graduate qualification in associated subject		✓
Membership of a relevant professional institute/regulatory body	✓	
Knowledge of consultancy, commissioning and needs analysis (Focus on customers - See 'How We Work Matters' Framework)	✓	
Ability to provide a regular and effective service	✓	

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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
Identifying, planning, commissioning and delivering the most efficient and effective organisational development interventions using best value principles.	Substantial experience of leading organisational development work Project management skills (Deliver results) Ability to manage competing priorities Analytical approach to problem solving and ability to determine creative and practical solutions (Take ownership)	✓ ✓ ✓ ✓	
Managing, on a daily basis, the deployment of learning and organisational development resources, projects, team members and/or students. Ensuring work is completed to agreed standards and timescales in line with priorities, work-plans and customer expectations.	Knowledge and skills in commissioning and project/performance/outcome monitoring	✓	
Measuring performance through the regular monitoring of inputs, outputs and outcomes.	Experience to motivate colleagues and manage performance	✓	
Providing extensive professional knowledge, skills and expertise across a wide range of learning and organisational development contexts.	IT skills (Embrace technology and information)	✓	
Representing HR or Fife Council at meetings, cross-service/inter-agency and academic forums/boards/assessment panels/ working groups.	Experience of collaborative working, developing and maintaining effective working relationships (Work together)	✓	
Using sectoral/organisational/professional awareness, knowledge and insight to contribute to the design of Fife Council strategies, policies and activities.	Ability to adapt to the situational context and use emotional intelligence appropriate to the situation Strong organisational, professional and business awareness	✓	
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:			
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

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