

ROYAL BOROUGH OF KINGSTON
ROLE DESCRIPTION AND PERSON SPECIFICATION



Role Title:	Senior Organisational Development Advisor (Borough Specific)		
Directorate:	Corporate and Communities	Grade:	H
Department:	Human Resources and Organisational Development	Hours/weeks:	36* / 52
Function:	LBS/RBK HR & OD	Post number:	EXxxxx; EXxxxx;
Team:	Organisational and Workforce Development	Base/location:	Sutton / Kingston
Reports to:	Workforce Development Lead (Borough Specific)		
Responsible for:	No Direct Reports Oversee and assist development of Human Resources Associate, and Sutton Apprentice.		

Role and Context	
Overall Role Purpose:	<p>To design, develop and implement organisational development initiatives across the businesses supported, that drive the continuous development of the culture within these organisations, to positively support the delivery of aims and priorities and ultimately improve performance and customer service now and in the future.</p> <p>The role is part of a shared service working across boroughs and all partners to identify opportunities to deliver co-ordinated solutions and align policy, process and documentation to simplify, standardise and enhance HR service provision.</p>
Role Context:	

Key Accountabilities and Result Areas

1. Organisational Development Insight and Planning	<p>Working with the Workforce Development lead to engage with the organisation(s) management and leadership to develop an understanding of the current and future business OD needs. Work collaboratively with customers at all levels to help determine the best approach to meet these requirements and help to shape and influence the development of OD plans, projects and activities that enable the delivery of the desired organisational change.</p> <p>To research, advise, design, develop, co-ordinate, facilitate and/or deliver cost effective solutions, activities and/or interventions to address key organisational development priorities that reflect professional good practice and align with organisational aims, objectives and priorities.</p> <p>Use technology and support the development of a 'learning architecture' that makes best use of digital and automated processes, in order to provide the structure through which employees can take responsibility for their learning and development and optimise opportunities available to them</p>
2. Delivery	<p>To develop and/or contribute to the commissioning appropriate OD initiatives (local and organisation wide) as directed by Workforce Development Lead and Strategic OD Lead ensuring that their implementation helps address the identified business needs in a timely manner and support achievement of the organisations' plans and ambitions.</p> <p>Working to implement assigned projects within the spectrum of OD streams :</p> <ul style="list-style-type: none"> • A range of employee engagement initiatives • Coordinate development programmes for all for managers and staff at all levels • Support adoption of the values, behaviours and culture required • Support the delivery of the workforce learning and performance management and development cycle • Coordinate Early careers and Talent management • Learning & Development system - to engage the workforce and maximise self service functionality • Utilise employee engagement information to improve employee experience • Work with employee staff networks • Support the delivery of Equality, Diversity & Inclusion Plan • Support the delivery of the Wellbeing Plan <p>In all cases, ensure events and activities are integrated and fit with the agreed OD operational plans, approach and standards and contribute to the development of supporting intranet tools such as e-learning, webinars and any online resources.</p> <p>Co-ordinate the range of career development and 'grow our own' activities, contributing to the necessary admin, marketing, promotion, recruitment and assessment, guidance to managers and support for deployment as required by the schemes and being the central point of contact for partner organisations on these schemes.</p> <ul style="list-style-type: none"> • Fast track development programmes for high potential employees

	<ul style="list-style-type: none"> • Graduate recruitment and development activities (including the National Graduate Development Programme for the LGA) • Recruitment and development of apprenticeships • Early careers initiatives <p>Ensure that necessary frameworks and guidance are in place to inform and support managers and to provide necessary information to HR colleagues to allow consistent application (e.g. payroll; resourcing/recruitment; reward; Carry out job evaluations to support effective delivery of this task across the council, etc.)</p>
3. Communication & Engagement	<p>To build good working relationships with internal management and with external partners and providers to enable the service to be delivered in an efficient and outcome focussed way with visibility.</p> <p>Engage with management, trade unions, employees, staff networks and partners to help understand development needs and provide information and advice to support a culture of cooperation and joint working, and an integrated approach to engagement and transformation.</p>
4. Monitoring Business Performance	<p>Evaluate and review activities and events, ensuring that the impact of the interventions is assessed against agreed outcomes and performance targets, and that any lessons learnt are captured and shared and incorporated into future planning and delivery to support a culture of continual improvement.</p> <p>Interpret and use data and diagnostic tools to assess capacity and capability within the organisational and teams in line with organisational priorities</p>
5. Resource Management	<p>Supports operational plans to ensure that the resources within the teams provide value for money, demonstrate quality, best effect and impact.</p> <p>Seek ways to make the Organisational and Workforce Development service financially sustainable.</p>
Corporate Accountabilities	<p>All employees of the Council should undertake and conduct their work with due regard to the corporate values and responsibilities. These include responsibilities for outcomes regarding Equality Diversity and Inclusion; Conduct & Behaviour; Health & Safety; Data Protection; Safeguarding; and Customer Care.</p>
Flexibility	<p>The key responsibilities and duties of the role are neither exclusive nor exhaustive. All workers are expected to operate flexibly to support delivery of services and from time to time will be required to undertake responsibilities outside the normal remit of role description as required, which are broadly comparable to the job level and scope of competence.</p>

Person Specification		A - I - T
Knowledge & Experience		
Method of candidate assessment: A = Application form I = Interview T = Test		
Statutory or Mandatory qualifications:	No mandatory qualifications required.	
Educational Ability	Ability to increase depth of knowledge & understanding of an area to respond to complex problems or situations. May be evidenced by qualifications including: Foundation degrees; diplomas of higher education; BTEC Higher National Diploma; NVQ level 5; Some professional qualifications; and equivalent qualifications, or evidence of demonstrable application in the course of experience.	
Key Subject or Content Areas (inc: Desirable Qualifications)	Understanding of people management and organisational development, the underlying principles and practice. Evidenced by Chartered Institute of Personnel and Development (CIPD) level 3 qualified or part qualified, equivalent qualification and/or evidence of equivalent knowledge and experience.	
Professional Experience	Understanding of Organisational Development and successful track record in the delivery of organisational change and learning and development projects, initiatives and interventions. Experience of working with teams with complex issues to diagnose and analyse development needs to identify appropriate solutions and design innovative and creative interventions to support them to improve performance. Experience of commissioning and managing the work of external providers and consultants on large scale engagement, L&D and OD programmes. An understanding of new OD and L&D methodologies and latest professional thinking and trends in service areas supported for delivering change, learning and development. Knowledge of talent and succession planning, including 'grow our own talent' (i.e.. Apprenticeships; Work Experience; Professional Schemes e.g. Graduate programmes). Experience of managing OD related projects and initiatives and co-ordinating the activity of others to deliver results Evidence of continuous professional development.	
Organisational Awareness	Understanding of the sensitivity and considerations of working within a large and complex public sector organisation when working on organisational change and development issues. Experience of engaging with stakeholders across all levels of the organisation to use their knowledge and feedback to improve services. Experience of working with external partners, key agencies and other stakeholders in delivering operational services.	

Resource Management	<p>Experience of commissioning and co-ordinating a range of resources.</p> <p>Experience of utilising digital technology to maximise self service within organisations.</p>	
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Skills, Abilities and Competencies

Profession Advice and Development	<p>Able to analyse problems and interpret data and other information to inform decisions on OD related issues.</p> <p>Able to research, design and develop learning and development interventions including adoption of 'a blended learning approach'</p> <p>Able to demonstrate an innovative approach to development.</p>	
Communication Collaboration and Influencing	<p>Good interpersonal skills with the ability to communicate effectively with a variety of audiences both within and outside the Council.</p> <p>Able to exercise tact and discretion when dealing with matters of a highly confidential or sensitive nature.</p> <p>Good written & verbal communication skills including the ability to produce clear and concise guidance documents, to present reports and brief/train stakeholders at all levels including customers and Elected Members</p> <p>The ability to engage, work collaboratively and build trust with colleagues, management, elected members, trade unions, employee groups; external stakeholders/partners and providers.</p> <p>Able to develop strong partnerships with external networks and organisations to improve knowledge</p>	
Performance and Standards	<p>Able research and benchmark learning and workforce development interventions.</p> <p>Able to focus efforts to deliver work and projects on time and to a high professional standard that enhances the reputation of the service and meets organisational objectives.</p> <p>Able to use own initiative to resolve problems and make decisions independently.</p> <p>Able to work flexibly as part of a team and wider service and adapt to changing circumstances and act as a role model for the council's values and behaviours</p> <p>IT literate with ability to use technology to improve services and benefit organisations.</p>	

Other Considerations

Working Pattern and travel	<p>The role may occasionally be required to work irregular working patterns (with reasonable notice) in order to attend certain events and member meetings. The post holder should be able and willing to work flexibly during these periods, including evenings and although unlikely occasional weekends.</p>	
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Safeguarding Disclosure and	No (DBS) is required.
Special Factors or Constraints	None.

Version:	0.02
Last Reviewed:	8/08/22