www.slough.gov.uk
Slough Borough Council
Growing a place of opportunity and ambition

Organisational Development (OD) Insights Officer

Job Description

Position Pay Level: 6
Position Pay SCP: 24
Salary: £37,711 (inclusive of annual allowance)
Salary is reviewed yearly and, subject to satisfactory performance, is increased in line with national pay awards.
DBS requirement: Not required

Reports to: Organisational Development (OD) Lead

Main purpose of role:

As an Insights Officer within the HR & Workforce directorate, you will play a central role helping and supporting officers with the data and insights necessary to inform HR strategies and OD improvement initiatives.

The role supports the effective running of systems, processes and customer interactions, contributing to a responsive, data-informed and customer-focused service that enables the organisation to deliver its workforce and cultural priorities.

Main Accountabilities:

- Act as a systems expert for the Learning Management System (Cornerstone) and link with Vitro to maximize efficiency
- Maintain accurate data, producing reports and supporting the use of data and insight to inform decision-making and contribution to papers/reports
- Drive the function of Cornerstone automation and design to drive efficiencies
- Manage the data and information gained from staff surveys, utilising this to give targeted information across directorates and teams and lead on reporting of progress against actions to CLT/staff updates
- Responsible for collating all HR feedback and creating solution to address trends.
- Triangulate all HR KPIs, employee data and lead on scoping OD interventions for HR
- Manage and analyse all corporate EDI data to report on workforce equality reporting as required

- Project manage the external sourcing of SBC's Occupational Health contract and Employee Assistance Programme, ensuing performance management is clearly defined in terms of benchmarked outcomes-, short-, medium- and long-term business, performance and quality targets and ensuring professional standards are met
- Assume responsibility for the development and leadership of the Council's holistic employee wellbeing strategy, ensuring the physical, mental, and emotional wellbeing of employees is prioritised, integrated, and supported across all levels of the organisation.
- Lead on the design and delivery of the Council's volunteering policy, managing corporate offer and impact evaluation.
- Coordinate and support the delivery of corporate induction and learning events, ensuring a high-quality experience for delegates and presenters.
- Ensure local inductions take place and provide people updates as required.
- To provide a professional, proactive, responsive and customer-focused service, acting as a key point of contact for OD enquiries
- Maintaining accurate logs to track and monitor training needs analysis including but not limited to statutory training requirements
- Use own initiative to identify actions and activities to support the development of a high functioning team
- Providing cover for colleagues across the wider HR service during periods of absence or peak demand so as to ensure continuity of service delivery
- Providing any necessary duties as commensurate with the level of the role supporting the wider People function as required to meet organisational priorities

Person Specification: **OD Insights Officer**

Area	Description	Essential / Desirable
Experience	Effective team working and ability to work on own initiative.	E
	Working effectively with senior managers, professional staff and external agencies	E
	Leading on day to day management of e-learning systems	E
	Providing office management/service support services.	E
	Leading and managing volunteering offer	D
	Proven experience of managing, analysing and triangulating large HR data sets in order to derive improvements to HR offer	E
	Taking ownership of problems and actively seeks solutions for customers.	E
	Experience of writing papers supplemented with data analysis for a senior audience	E
	Working in a local authority or customer focused organisation	D
	Experience of leading an organisational wide wellbeing and employee engagement offer	D
Skills and Abilities	Ability to handle sensitive and confidential information appropriately	E
	Flexible, adaptable and able to work using own initiative	E
	Ability to handle data accurately including complex financial data if required	E
	Organised, efficient and results orientated with a flexible approach and the ability to multitask, prioritise workload and meet deadlines.	E
	Ability to undertake research and project work	E
	Awareness of training and development functions, assessment of development needs and various methods to ensure best value	D
	Good level of digital literacy, including proficient use of office software suites and flexible ways of working (e.g. video conferencing, remote working).	E
	Understanding of and commitment to Equal Opportunities	E

Knowledge and understanding	Knowledgeable in the area of wellbeing, diversity and engagement	D
	Knowledge of relevant digital systems processes and associated equipment	D
	Strong relationship building skills, collaborative working, building respect, trust, and confidence	E
	Understanding of the challenges faced by Slough Borough Council	D
	Awareness of the values and behaviours expected from Slough Borough Council to promote a positive working environment and culture	D
Qualifications	Numeracy and literacy skills equivalent to GCSE 9-4 (A* - C)	E
	Demonstrable commitment to continuous professional development	D