# Organisational Development (OD) Delivery Consultant
## Job Description

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| **Position Pay Level:** | 8 |
| **Position Pay SCP:** | 36 - |
| **Salary:** | £49,868 (inclusive of annual allowance)<br>*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 |
| **Budget:** | Alongside L&D, utilise up to £100k of the L&D budget |

**Main purpose of Job:**

This position is dedicated to supporting an engaging and values-led workplace environment that inspires staff, aligns with the Council's strategic objectives and promotes high levels of engagement, well-being and professional development to drive employee satisfaction and performance.

It will implement a range of initiatives aimed at improving the employee experience throughout the different stages of the employee lifecycle, to support the successful delivery of the Council's HR Workforce Strategy.

**Main Accountabilities:**

- Lead and undertake organisational culture diagnostics, providing insight and recommendations to drive culture development, employee engagement, and organisational performance
- Lead and coordinate strategic workforce planning activities, using workforce intelligence and organisational insight to ensure the Council has the people, skills, and capacity required to meet current and future service needs
- Lead and develop change tools to better equip managers and staff to understand and deliver change, notably in the space of structural redesign to enhance productivity
- Support the design, delivery, implementation, and evaluation of a range of initiatives at various stages of the Employee Lifecycle, to help improve the employee experience.
- Lead on the review and evaluation of Council's current Values and lead work to re-establish them; to include coordinating working sprints and insight sessions, to better build leadership behaviours that are consistent and embedding in systems level
- Introduce and embed clearly defined and measurable behaviours aligned to Council's values

- Lead on the redesign and delivery of employee recognition to include sponsorship by stakeholders to support events
- Be the key link with staff networks to promote and embed the work to deliver their priorities
- Introduce and embed a performance framework that connects performance management with talent development, succession planning and future capability requirements
- Manage the delivery of the full staff survey via the procurement of an external suppler
- To lead on staff engagement though the Our People Forum, delivering outputs through focussed sprints to deliver against the priorities identified via staff voice
- Develop and manage a Council's employee recognition toolkit, supporting its utilisation within the organisation, including those in frontline areas, to help drive engagement, reviewing and maintaining content regularly, to ensure relevance.
- Partner the Mayor's office (and external bodies) to ensure staff are recognised at all levels for delivering excellence.
- Work closely with colleagues to develop and implement a range of employee experience tools and resources, and review these on a regular basis to ensure effectiveness, ensuring that Diversity and Inclusion sit at the heart of all interventions.
- Support the roll-out of a full annual staff survey alongside smaller pulse surveys to capture the employee experience and ensure high participation rates and the feedback of results to all employees, including those in frontline areas. Including triangulating analysis with broader HR MI to lead recommendations
- Lead on action planning both centrally and across the business to drive year on year positive difference in survey areas.
- Undertake research and benchmarking for employee recognition and wellbeing initiatives, to identify best practice, and advise upon and implement changes to enhance the employee experience.
- Develop and implement an annual staff recognition awards event with sponsorship
- Support an engaging and values-led workplace environment that inspires staff, aligns with the Council's priorities
- Promote high levels of engagement, wellbeing and professional development to drive employee satisfaction and performance
- Use insights from engagement surveys, HR MI and other data-driven feedback to partner with directorates to inform and refine specific initiatives with them
- Ensure ED&I is integrated into all culture and engagement activities to promote a workplace culture that embraces difference, ensuring that all employees feel valued and respected
- Champion employee advocacy by ensuring their voices are heard and acted upon through tangible improvements to the workplace culture.
- Be the key HR link with the employee staff networks

**Person Specification: OD Delivery Consultant**

| Area | Description | Essential / Desirable |
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| Experience | Working across HR / OD / People and Culture teams or similar environment within a complex organisation with significant experience in delivering HR / OD / L&D solutions | E |
| | Proven experience of utilising organisational wide OD cultural diagnostic tools and utilising insights to deliver insight reports with appropriate actions/recommendations | E |
| | Demonstrable experience of introducing and utilising change tools to an organisation to better support organisational design and development | E |
| | Proven experience of leading a staff recognition scheme with ability to gain sponsorship | D |
| | Design, delivery and evaluation of macro and micro employee engagement activities to deliver service outcomes | E |
| | Procuring third party suppliers via the required frameworks in addition to direct awards | E |
| | Supporting delivery of workforce strategies and policies and equipping managers and leaders to do the same | E |
| | Supporting stakeholders in creating employee engagement and wellbeing initiatives | E |
| | Ability to a manage large budgets, create forecasts and analyse financial data to identify savings that contribute to organisational enhancements and efficiencies | D |
| | A history of successful stakeholder management and collaborative working at all levels | E |
| | At least 3 years' experience as manager with LD or OD, in a fast paced organisation | E |
| Skills and abilities | Excellent written and oral communication skills. e.g. negotiating and influencing skills and the ability to effectively communicate complex ideas and information to a range of audiences/ stakeholders | E |
| | Strong interpersonal skills and the ability to work in a flexible manner to resolve issues | E |
| | Ability to plan, manage and support projects, effectively and balance competing and conflicting demands | E |
| | Excellent organisational skills and the ability to work to tight schedules and deadlines | E |

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| | Digital literacy and experience using digital software including Excel, SharePoint, Word and Office 365 and PowerPoint | E |
| | Ability to analyse data and produce written reports for senior leaders including strong business case development skills, for senior management review and approval | E |
| | Ability to work as part of a team involved in multi-disciplinary projects and develop and maintain constructive working relationships | E |
| | A commitment to people development and the organisational values and behaviours that underpins an organisation's culture | E |
| | Using own initiative and identify solutions to support continuous improvement | E |
| | Undertake research and benchmark against other organisations | D |
| | Design and produce training materials and presentations | D |
| | Model good leaderships skills that motivate, gel and engage a team | E |
| Knowledge and understanding | Understanding of how effective employee experience and wellbeing initiatives can add value within a large, complex public sector organisation and how it plays in creating a diverse and inclusive workplace, where everyone can thrive | E |
| | Applying a range of employee experience, engagement and wellbeing tools, techniques and methodologies effectively | E |
| | Understand the process of planning, designing, developing and evaluating the impact of culture programmes | E |
| | Understand the role employee recognition programmes play in creating a positive employee experience within the workplace end-to-end learning cycle | E |
| | Working in a local authority or customer focused organisation | E |
| | Strong knowledge of current challenges faced by SBC | D |
| | Awareness of the values and behaviours expected from SBC employees to promote a positive working environment and culture. | D |
| | Strong awareness and understanding of key HR policies in a public sector organisation and relevant employment legislation | D |
| | A good understanding of EDI and how to champion it | E |
| | Demonstrable commitment to continuous professional development | D |
| Qualifications | Educated to Degree level or Higher diploma level in or equivalent | E |
| | CIPD Qualification at Level 5 and/or professional experience of working within a HR, Learning & OD environment. | E |