**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Organisational Development Lead – Employee Experience and ED&I | **Grade**: PO3/4 (subject to job evaluation) |
| **Section:** Human Resources | **Directorate:** Resources |
| **Responsible to following manager:** Organisational Development Manager | **Responsible for following staff:** N/a |
| **Post Number/s:** RWRHR101 | **Last review date:** May 2022 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

To design and deliver a range of organisational development projects, interventions and other work that support the implementation of the HR strategy and lead to culture change, employee engagement, development of skills and best practice. This role has a particular focus on OD interventions that ensure all staff feel valued by the SSA and engaged in their work and the organisation, and that improve the experience and representation of staff from underrepresented groups, at all levels.

**Specific Duties and Responsibilities**

1. To design, deliver and evaluate a range of organisational development tools and activities, which support the Council in its aims of improving service delivery and fulfilling its strategic requirements as outlined in the organisational Key Priorities.
2. To work with managers and staff within HR and more widely to understand organisational development needs related to employee experience and ED&I, and proactively design and deliver solutions which increase employee satisfaction.
3. To develop proposals and implement activities to ensure the organisation is positioned as an ‘employer of choice’. Including:
   1. Work to support the SSA’s ‘Great Employer’ project to further enhance staff experience of working for the organisation and improve our ability to recruit and retain staff. Support overall management of the project, use of data and actions related to the ‘Work Design’ (including providing opportunities for ‘good work’), ‘ED&I’ and ‘Onboarding’ pillars.
   2. Work to encourage staff to understand the purpose of the SSA and the role they play in organisational success.
   3. Maintain knowledge of best practice and developments in what it means to be an ‘employer of choice’.
4. To play a key role in the organisation’s ‘employee voice’ work, ensuring ongoing two-way communication with staff, including staff surveys, questionnaires and engagement events. To analyse the results of these activities and plan actions to respond to the key messages.
5. Ensure our induction offer supports new staff to feel welcomed and integrated into the organisation, to learn about the organisation and their team and to identify any support needed.
6. To work closely with our external partners to lead on the delivery of an organisation wide Equality Action Plan. Delivery will seek to ensure that our workforce reflects the communities we serve at all levels and that all staff have a positive experience of working for the SSA.
7. In collaboration with external partners, to collect, evaluate and analyse quantitative and qualitative data regarding ethnicity and other protected characteristics to identify areas of concern and relevant actions to address these.
8. To work closely with the HR Business Partner for each Directorate to understand and address Directorate-specific ED&I needs, including attending the ED&I Directorate group meetings.
9. To attend and play an active role in the Equality, Diversity and Inclusion (ED&I) Forum, providing information, opinion and advice.
10. To develop and maintain strong working links with the organisation’s five Staffing Equality Groups.
11. To develop and maintain a strong network within the organisation and more widely with other Local Authorities and relevant organisations to collaborate on activities and learn from the experience of others.
12. To ensure the organisation offers an employee benefits package that is highly valued by staff in meeting their diverse needs.
13. To maintain up to date knowledge of HR developments in order to identify and implement necessary changes and ensure best practice across the Council.
14. To support project work when required as delegated by the Organisational Development Manager.
15. To deputise for the Organisational Development Manager as appropriate.

**Progression Criteria**

Progression through the grade is based on the needs of the Council and is not automatic. The need for employees working at the higher grade/s will be assessed by the relevant manager in conjunction with the Deputy Head of Human Resources. If it is established that there is a need, then the postholder will be subject to a full assessment about their ability to work at the higher level.

**Additional Criteria for progression to PO4 of the linked grade.**

* Takes a leading role in managing and implementing major projects, which may involve complex and/or sensitive issues.
* Regularly advise senior management and HR colleagues on a wide range of complex, sensitive and substantial issues.
* Develops areas of expertise and ensures the council and the OD team is fully aware of any changes or developments and policy and practice is amended to reflect these.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

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| **Post Number/s:** | **Last review date:** |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

* **Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.
* **Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.
* **Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Requirements** | **Assessed by A &**  **I/ T/ C \*** |
| **Knowledge** | |
| Experienced HR/OD professional with practical knowledge of developing and delivering effective Organisational Development interventions with a particular focus on employee experience and ED&I | **A/I** |
| Knowledge and understanding of the lived and work experiences of staff based on their protected characteristic(s). |  |
| Understanding of the Equality Act 2010 and Public Sector Equality Duty. |  |
| Understanding of responsibilities of Children’s Act 2004 in relation to safeguarding children, young people and vulnerable adults as it applies to this role within the Councils | **A/I** |
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| **Experience** | |
| Demonstrable experience in implementing successful OD interventions. | **A/I** |
| Experience of working with trade unions and staff representatives | **A/I** |
| Ability to negotiate, influence, facilitate and communicate with staff at all levels of the organisation to deliver OD objectives | **A/I** |
| Ability to build trust and establish effective working relationships with staff at all levels and experience of advising senior managers | **A/I** |
| **Skills** | |
| Excellent project management skills | **A/I** |
| Effective oral and written communication skills | **A/I** |
| Effective organisational and prioritising skills | **A/I** |
| Excellent IT skills including MS Office applications and HR database management | **A/I** |
| Ability to demonstrate a flexible approach to work | **A/I** |
| **Qualifications** | |
| MCIPD or equivalent by experience. | **A/ C** |

* **A – Application form/ CV**
* **I – Interview**
* **T – Test**
* **C - Certificate**