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Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Organisational Development Lead	Grade: PO3/4
Section: Human Resources	Directorate: Resources
Responsible to following manager: Organisational Development Manager	Responsible for following staff: N/a
Post Number/s: RWRHR041	Last review date: June 2021

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.

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.



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2. To work with managers and staff within HR and more widely to understand organisational development needs, and proactively design and deliver solutions which increase employee satisfaction through the ability to operate confidently and competently in the field.
3. To develop proposals and implement activities to ensure the organisation is positioned as an 'employer of choice'. Including:
 - a. Identifying and implementing individual- and organisational-level activities to support the career development of staff.
 - b. Work to encourage staff to understand the purpose of the SSA and the role they play in organisational success.
 - c. Maintaining knowledge of best practice and developments in what it means to be an 'employer of choice'.
4. To contribute to 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. To support the Council to maximise its use of the apprenticeship levy by:
 - a. Advising on good practice and new opportunities in apprenticeships and supporting their introduction
 - b. Actively engaging with managers and staff across the organisation to encourage use of apprenticeships for staff development and therefore maximise our spend from the levy
 - c. Playing a central role in the monitoring of levy spend
 - d. Liaising with training providers to ensure a comprehensive range of apprenticeships are on offer to staff and that providers appropriately support learners to achieve.
6. To provide HR support to the graduate development programme, working with the programme lead to ensure the successful recruitment of a cohort of graduates each year and that they are well supported during the programme. To make suggestions for improvements to the programme and processes associated with it.
7. To ensure the organisation's Values and Behaviours are appropriate to the culture and aspirations of the organisation and that they are effectively embedded.
8. To ensure the organisation offers an employee benefits package that is highly valued by staff in meeting their diverse needs.



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9. To undertake thorough reviews of policy and procedures and provide modern and user-friendly versions, including associated documentation, training and guidance.
10. To ensure that Equality, Diversity and Inclusion considerations are at the heart of all developments and areas of responsibility in the role.
11. To maintain up to date knowledge of HR developments in order to identify and implement necessary changes and ensure best practice across the Council.
12. To support project work when required as delegated by the Organisational Development Manager.
13. 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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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.

Requirements	Assessed by A & I/ T/ C *
Knowledge	
Experienced HR professional with practical knowledge of developing and delivering effective Organisational Development interventions with a particular focus on supporting career development	A/I
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
Knowledge of the principles of equality and diversity for the purposes of working effectively with and within a diverse workforce	A/I
Experience	
Experience of managing apprenticeships including responsibility for levy accounts and relationships with training providers.	A/I



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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**