



# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Organisational Development Lead – Total Reward	<b>Grade:</b> PO3/4
<b>Section:</b> Human Resources	<b>Directorate:</b> Chief Executive’s Group
<b>Responsible to following manager:</b> Head of Organisational Development and Learning	<b>Responsible for following staff:</b> N/a
<b>Post Number/s:</b> RWR6063	<b>Last review date:</b> April 2024

### 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 will lead a range of interventions in response to feedback from staff and in line with our values and behaviours.

### 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 and proactively design and deliver solutions which increase employee satisfaction and support excellent performance.
3. Keep up to date on best practice in total reward and ensure the council and the OD team is fully aware of any changes or developments in this area, and that policy and practice are amended to reflect these.
4. To develop proposals and implement activities to ensure the organisation is positioned as an 'employer of choice', particularly responding to feedback from staff surveys and other engagement.
5. To effectively project manage the implementation of new initiatives, employing relevant project management approaches including strong stakeholder management.
6. To contribute to ensuring the diverse needs and priorities of different groups of staff are reflected in our employment offer and that our culture is truly inclusive.
7. To develop and maintain excellent relationships with relevant external partners.
8. To ensure that organisational development initiatives successfully support wider organisational priorities such as tackling the climate emergency.
9. To ensure that Equality, Diversity and Inclusion considerations are at the heart of all developments and areas of responsibility in the role.
10. To maintain up to date knowledge of relevant developments in order to identify and implement necessary changes and ensure best practice across the Council.
11. To support project work when required as delegated by the Head or Organisational Development and Learning or Organisational Development Manager.
12. To deputise for the Head of Organisational Development and Learning and/or 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.

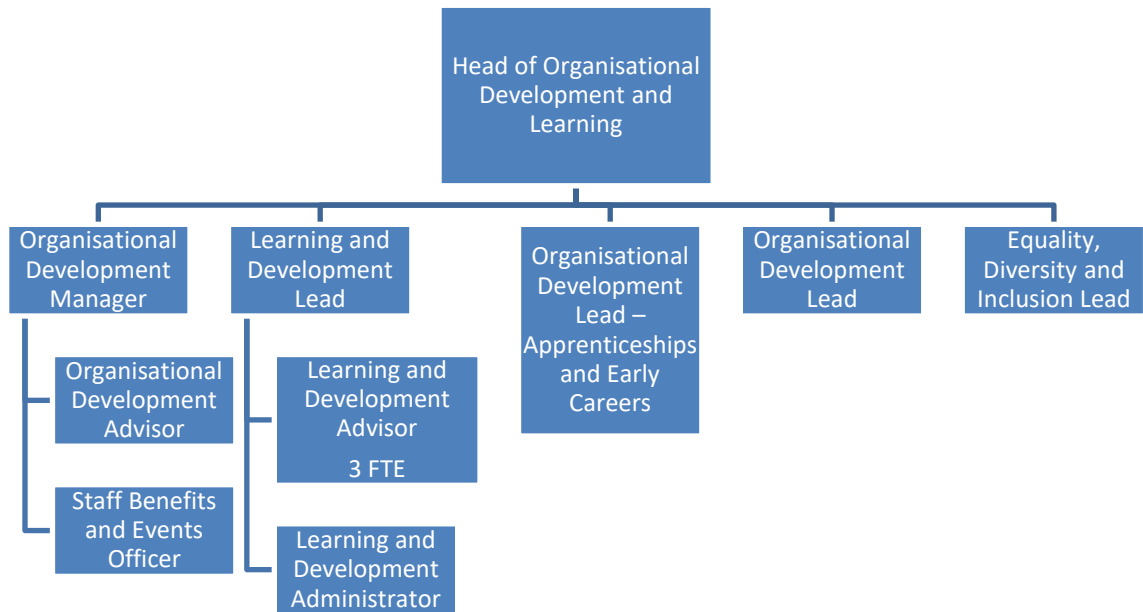
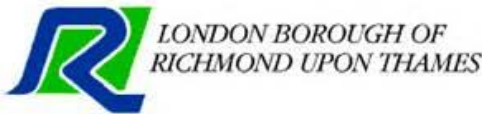
**Additional Criteria for progression to PO4 of the linked grade.**

- To take a leading role in managing and implementing major projects, which may involve complex and/or sensitive issues.
- To regularly advise senior management and other colleagues on a wide range of complex, sensitive and substantial issues relevant to the role.

**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.

**Team structure**



Person specification

<b>Job Title:</b> Organisational Development Lead	<b>Grade:</b> PO3/4
<b>Section:</b> Human Resources	<b>Directorate:</b> Resources
<b>Responsible to following manager:</b> Head of Organisational Development and Learning	<b>Responsible for following staff:</b>
<b>Post Number/s:</b> RWR6063	<b>Last review date:</b> April 2024

Our Values

- THINK BIGGER
- EMBRACE DIFFERENCE
- CONNECT BETTER



number one for  
service and value



LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Experienced HR/OD professional with practical knowledge of developing and delivering effective Organisational Development interventions	x		A/I/T
Knowledge of the principles of equality and diversity for the purposes of working effectively with and within a diverse workforce	x		A/I
Knowledge of effective programme and project management tools and proven experience of successful project management	x		A/I
Sound knowledge of other functions in the service area including Learning and Development, apprenticeships and ED&I		x	A/I
Experience	Essential	Desirable	Assessed
Experience of managing projects successfully	x		A/I
Experience of working at all levels to influence culture and change, and of working with a range of stakeholders including staff, senior managers and trade unions.	x		A/I
Demonstrable experience of implementing successful OD interventions	x		A/I
Skills	Essential	Desirable	Assessed
Excellent IT skills including MS Office applications.	x		A/I
Ability to understand, assimilate and interpret and present complex information	x		A/I/T



Effective organisational and prioritising skills	x		A/I
Excellent written and oral communication skills including report writing and presentation skills	x		A/I/T
Event design and facilitation skills		x	A/I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
CIPD or degree level qualification in an appropriate discipline or equivalent by experience	x		

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