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

**Job Description**

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| **Job Title:**  Organisational Development Manager | **Grade**:  PO5 |
| **Section:**  Human Resources | **Directorate:**  Resources |
| **Responsible to following manager:**  Head of Organisational Development and Learning | **Responsible for following staff:**  Temporary, apprentice and project staff |
| **Post Number/s:**  RWRHR603 | **Last review date:**  March 2023 |

**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 lead a range of organisational development activities to support Richmond and Wandsworth Councils to achieve our key priorities. To apply OD best practice to support the continuous improvement of organisational performance and effectiveness.

**Specific Duties and Responsibilities**

1. To work as a senior member of the Organisational Development team to identify, design, deliver and evaluate a range of organisational development tools and activities, which support the Councils to improve service delivery and fulfil our strategic requirements as outlined in the organisational Key Priorities.
2. To develop proposals and implement activities to ensure the organisation is positioned as an ‘employer of choice’. Including:
   1. Work to support our ‘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 specific actions.
   2. Maintain knowledge of best practice and developments in what it means to be an ‘employer of choice’.
3. To engage with staff in two-way communication via routes including staff surveys, questionnaires and engagement events and to analyse this data to understand staff experiences of working for the organisation and identify initiatives to improve this.
4. To lead the Councils’ achievement of relevant ‘chartermarks’ including the London Mayor’s Good Work Standard and to identify and assess the value of further accreditation.
5. Work to encourage staff to understand the purpose of the Councils and the role each person plays in organisational success, and to ensure all staff feel a sense of connection with colleagues and our two boroughs.
6. To ensure that the organisation’s approach to performance management supports our ability to achieve our key priorities and provide outstanding services to residents. To ensure that all managers are skilled in this area and are supporting staff appropriately.
7. To lead work to ensure the organisation’s Values are up-to-date, well understood and well-embedded and that they play a key role in creating a positive organisational culture.
8. To take responsibility for ensuring the organisation’s 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.
9. To work with the ‘Staff Benefits and Events Officer’ to ensure the organisation offers an employee benefits package that is highly valued by staff in meeting their diverse needs.
10. To work with colleagues in OD, HR and more widely to contribute OD guidance to other work areas.
11. To lead consultation in relevant areas with stakeholders including senior managers, union representatives and other users as needed.
12. To proactively and constantly horizon scan the internal and external environments to initiate timely discussions and appropriate HR interventions.
13. To work closely with the Head of HR, Head of OD and Head of HR Business Partnering, to support the development and programme management of the implementation of the HR strategy, workforce plans and other significant projects.

**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**

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| **Job Title: Organisational Development Manager** | **Grade: PO5** |
| **Section: Human Resources** | **Directorate: Resources** |
| **Responsible to: Head of Organisational Development and Learning** | **Responsible for: Temporary, Apprentice and Project staff** |
| **Post Number/s:**  **RWRHR603** | **Last Review Date: March 2023** |

**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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| **Person Specification Requirements** | | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** | |
| Significant experience of working as an HR/OD professional with practical knowledge of developing, delivering and evaluating the effectiveness of Organisational Development interventions. | **x** |  | **A/I/T** | |
| 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, ED&I and staff benefits |  | **x** |  | |
| **Experience** | **Essential** | **Desirable** | **Assessed** | |
| A proven track record of leading, managing/supporting multiple projects from initiation to conclusion. | **x** |  | **A/I** | |
| Demonstrable experience of implementing successful OD interventions. | **x** |  | **A/I/T** | |
| 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/T** | |
| **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** | |
| Effective written and oral communication skills including report writing and presentation skills | **x** |  | **A/I/T** | |
| Event design and facilitation skills |  | **X** | **A/I** | |
| Strong presentation skills |  | **X** | **A/I/T** | |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** | |
| Professional (e.g. CIPD) or degree level qualification in an appropriate discipline or equivalent by experience | **x** |  | **A/I/C** | |
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**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**