



## Role Profile

This section provides key information relating to the role

<b>Job Title:</b>	Organisational Development Advisor (Maternity Cover)		
<b>Post No:</b>	RP0081	<b>Grade:</b>	Scale J
<b>Team:</b>	Human Resources	<b>Location:</b>	Campus East
<b>Responsible to:</b>	Human Resources & OD Manager		

### Overall job purpose:

To develop, design, deliver and evaluate learning and development activities for all staff to meet the business priorities of the council and individual's learning and development needs. To ensure our wellbeing offer is promoted regularly.

### Key areas of focus:

1.	Manage organisational development initiatives, including e-learning, a continuous cycle of training needs analysis, to meet the identified learning and development needs of staff
2.	To design, project manage, deliver (face to face and virtually) and evaluate learning interventions
3.	To design new and update existing training materials
4.	To evaluate, monitor and report the effectiveness of all training interventions and, using the data gathered to improve future training initiatives
5.	Source high quality internal and external learning solutions
6.	Provide high quality new starter induction for all roles
7.	Manage the apprenticeship programme and utilise apprenticeship levy funding
8.	Develop and manage the coaching faculty
9.	Design and implement a management development and leadership programme
10.	Maximise use of learning management systems
11.	Work within the L&D budget liaising with the HR&OD Manager regarding current and planned expenditure
12.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
13.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
14.	Any other duties that are commensurate with the level and grade of this post.

## Role Requirements

The following outlines the criteria for this post. Applicants should describe in their application how they meet the criteria.

Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
CIPD Level 5 or adult training qualification	x		AP
Experience of designing, delivering, and evaluating face to face soft skills and process-oriented training, using a range of interactive methods	x		AP/AS/IN
Experience of mentoring and coaching others	x		AP/IN
Experience of designing and delivering effective and engaging webinars for virtual training delivery	x		AS/IN
<b>Knowledge</b>			
How to conduct training needs analysis, plan, design and evaluate training (the training cycle)	x		AP/AS/IN
How adults learn & inclusive workforce development	x		AP/IN
Proven project management skills	x		IN
Knowledge of LMS systems	x		IN
Developing and delivering a wellbeing offer	x		IN
<b>Skills and abilities</b>			
Highly developed communication skills	x		AS/IN
Ability to diagnose key business challenges for the future and help to identify formal and informal learning and development solutions	x		AS/IN
Evidenced skills as a positive team player, to include the ability to motivate and influence decisions	x		AS/IN
Ability to work autonomously as subject matter expert within the team	x		IN
Highly organised with the ability to organise a varied workload and changing priorities	x		IN
<b>Other attributes</b>			
Excellent ICT skills	x		AS

**Assessment Criteria:**  
**(AP) Application, (AS) Assessment, (IN) Interview**

**Our Values and Behaviours**



Our CORE values are key to delivering our vision, plans and strategies.

<b>Collaborative</b>	<b>Open</b>	<b>Responsible</b>	<b>Excellent</b>
We <b>work</b> together to get things done	We <b>behave</b> with integrity & fairness	We <b>take</b> responsibility for our actions and decisions	We <b>perform</b> at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.