

# Organisational Development Specialist

## Grade 10

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

People Services are responsible for the delivery of a range of People related activities including Organisational Development, Learning and Development, Employee Relations, Policy development, Reward, Resourcing, Change Management and Health, Safety and Wellbeing.

People Services are also responsible for the development and delivery of the People Strategy, focusing on the four main pillars; Keeping and attracting talented People; Promoting a positive working environment, Developing skills for now and the future, and Developing leaders for now and the future. All that we do focuses on how we will develop the right culture, support and skills to keep making a difference for Staffordshire's communities.

### **About the Role**

The Organisational Development specialist role is to lead, design, deliver and evaluate Corporate Organisational Development activity in order to support the delivery of the People Strategy across the Council. The role will identify cross-cutting OD interventions and activity that will influence change across the whole organisation.

Organisational development activity will support the delivery of the Council's People Strategy, ensuring the organisation has the right approach, people, knowledge, information and skills. You will work effectively with People Services colleagues, key change stakeholders, line managers and or suppliers to design and deliver OD interventions and evaluate impact and success.

This post is designated as a Casual car user.

### **Reporting Relationships**

**Responsible to:** Learning and OD Manager

**Responsible for:** No direct or indirect reports

### **Key Accountabilities:**

Under the general direction of the Learning and OD Manager;

1. To work with key stakeholders as a subject matter expert to design and deliver OD and change management strategies, processes and interventions that support a high performing organisation, to meet the ambitions laid out in the People Strategy and the Corporate Delivery Plan.

2. To identify opportunities for performance improvement through, for example, undertaking internal diagnosis, process/system reviews in order to understand barriers and possible solutions, conducting external research into good practice and new ideas.
3. To promote and develop strong and ethical leadership behaviours across the organisation through coaching and mentoring and through the design and delivery of action plans to enable change across the organisation.
4. To support the development of a coaching culture throughout the organisation by applying and demonstrating different models of facilitation, consulting and mentoring in a range of situations and with a range of different audiences.
5. To contribute to the development of a learning culture that supports continuing professional development by facilitating a self-directed approach to learning, encouraging transformation and continuous improvement at all levels of the organisation.
6. To work closely with the Strategic People Partners to co-ordinate and align OD programmes to meet the organisation's needs across different directorates, delivering tailored approaches where necessary.
7. To effectively manage organisation-wide projects, ensuring key stakeholders are engaged and activity is delivered on time, within budget and to the required standard.
8. To develop strong and effective working relationships with colleagues from across People services by sharing and receiving knowledge and information to ensure the delivery of an informed, excellent service to our customers.

### **Service Accountabilities:**

- Coach and influence leaders across the organisation to build trust and cohesion and to consider the ethical impact of their decisions in the short, medium and long term.

- Role model and promote ethical leadership, professional principles and values across the service and wider organisation.
- Visibly role model your own professional development and promote a learning culture. Ensure continuing, personal and professional development, taking ownership and accountability for staying up-to-date and professionally registered with the CIPD.
- Champion the People Service and Strategy, driving discipline to support the People Services Operating Model including feedback and continuous improvement.
- Develop strong and effective working relationships with colleagues from across People services, sharing knowledge and information to ensure the delivery of an excellent service to our customers.

### **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

#### **People Management**

Engaging with People Management policies and processes

#### **Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

#### **Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

#### **Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.






#### **Safeguarding**


Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification

A = Assessed at Application  
I = Assessed at Interview  
T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
 	<p><b>Qualifications/Professional membership</b></p> <ul style="list-style-type: none"> <li>Degree level qualification in Organisation Development related subject or equivalent qualification</li> <li>Membership of CIPD or relevant alternative experience.*</li> </ul> <p>*This position works at Associate Level of the CIPD Professional Map, which will be used for the postholders continuous professional development.</p>	<p>A</p> <p>A</p>
  	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>Experience and knowledge of OD/change management principles, diagnostics and methodologies and techniques, in particular whole systems thinking.</li> <li>Demonstrable experience of practically delivering OD interventions and Change Programmes operationally</li> <li>Experience of analysing people issues and public trends affecting business performance.</li> <li>Able to work with and analyse data and MI drawing reasoned and evidenced conclusions.</li> <li>Have sufficient and demonstrable experience to contribute to OD Strategy development for relevant services.</li> <li>Experience of working with senior managers and other specialists to develop appropriate OD interventions to help improve organisational performance.</li> <li>Proven experience of delivering outcomes through effective matrix management and working</li> </ul>	<p>All by A/I</p>

	<ul style="list-style-type: none"> <li>• General knowledge of Public Sector policy developments.</li> </ul>	
	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to build relationships quickly.</li> <li>• Ability to foster and champion innovation, leading to the successful commissioning of innovative best in class services, further enhancing the County Council’s reputation.</li> <li>• Probity, credibility that engages and instils the confidence of senior leaders, staff, and stakeholders.</li> </ul> <p>This post is designated as a casual car user</p>	<p>All by A/I</p>



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300