

Job Description

Title: Organisational Development Officer

Post Number: CE 1231

Directorate: Chief Executive's

Location: Civic Centre, Esher

**To whom the
Postholder is
responsible:** Policy Manager

**Budgetary
Responsibilities:** Nil
(if applicable)

The main purpose of the Job

To provide support for strategic and operational planning, including:

- Managing the Council's approach to performance management and performance reviews.
- Promoting and disseminating effective behaviours and competencies that demonstrate superior performance.
- Researching, analysing and developing new opportunities for continuous improvement.
- Supporting the Council in managing and implementing change.
- Manage organisation improvement projects.
- Promote and use the Council-wide project management framework
- Seeking opportunities to identify and communicate significant improvements and progress.
- Manage the council's approach to workforce planning.
- Contribute to the wider Organisational Development Team

Specific Duties and Responsibilities

1. Oversee the Council's annual strategic planning cycle, performance management and performance review systems.
2. To collect benchmarking information to demonstrate value for money for the services provided.

3. Work with Councillors, Directors, Heads of Service and other colleagues to support the achievement of the Vision and Priorities of the Council and support organisational development.
4. Support the development and implementation of the Council Plan.
5. To keep abreast of legislation, regulation and policy impacting on the Team's services and ensure that it responds appropriately, and keeps Elmbridge at the forefront of providing innovative services, developing new strategies, policies and procedures as necessary.
6. Develop, support and deliver effective training and development activities for officers and Councillors, identified to assist with organisational improvement.
7. Support service reviews and service review lead officers by ensuring use of the agreed methodology in line with best practice, support the review process, prepare reports and monitor the implementation.
8. Support the Council's project management processes and provide guidance and advice to officers.
9. Design, deliver and evaluate effective research and internal consultation exercises with all stakeholders when required.
10. Support business improvement across the Council, promoting and supporting delivery of excellent standards of customer care and customer service across the Council as efficiently as possible.
11. Proactively seek opportunities to share good practice with other organisations across the Council.
12. Familiarise, uphold and promote the values and behaviours that underpin Elmbridge
13. Actively promote and market the services of the Team and the Council.
14. Lead on the delivery of the workforce and organisational development plan
15. Support staff adapt to the changing needs of the organisation
16. Develop leadership programmes to ensure we attract and retain staff
17. Support a coaching and mentoring culture
18. Undertake organisational improvement projects
19. Undertake line management responsibility as determined by the Policy Manager.
20. Undertake any other duties determined by the Head of Organisational Development as appropriate commensurate to the post.

No job description can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time that are broadly consistent with those in this job description.

Standards of Conduct

The Council expects the highest standards of conduct from its employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal Opportunities

The Council has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

Health and Safety

The Council is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Appraisal and Staff Development

The Council expects all staff to participate in its processes for appraisal and staff development. Those with a managerial responsibility must ensure that all staff within the section are appraised at least once a year, with a six monthly review.

Confidentiality

The Council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Signatures – line manager and job holder

Signed.....

Dated:.....
line manager

Signed.....

Dated:.....
postholder

Person Specification

Please read the details on this form carefully before you complete your Application Form.

This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.

For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post. These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken. You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

Job Title: Organisational Development Officer Division/Section: Organisational Development Directorate: Chief Executive's Salary: £41,257 - £46,357	Post No: Grade: PO41-46 Hours: 36 hours Car Allowance: C4 – occasional car user
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	Key job requirements based on the Job Description	Desirable / Essential	To be tested by: (✓) as appropriate		
			App Form	Test	Int' view
	Qualifications and Education				
1.	Educated to degree level or equivalent.	E	✓		
2.	Post-graduate Organisational Development qualification or willing to obtain one	E	✓		✓
3.	Coaching/Mentoring qualification or experience	D	✓		✓
4.	Evidence of continuous professional development.	E	✓		✓
5.	Project planning qualification	D	✓		
	Experience				
6.	Significant experience and well developed knowledge of project management	E	✓	✓	✓
7.	Extensive experience of working in Local Government and directly with Elected Members.	E	✓	✓	✓
8.	Experience of leading and delivering organisational improvement programmes and/or projects	E	✓		✓
9.	Demonstrable line management experience	D	✓		✓
10.	Experience of facilitation and leading organisation training sessions	E	✓		✓
11.	Evidence of being diplomatic, tactful and capable of being assertive when necessary.	E	✓		✓
	Knowledge/Skills/Abilities				
12.	Excellent analytical, organisational and research skills.	E	✓	✓	✓
13.	High presentational skills – both written and oral.	E	✓	✓	✓
14.	Political sensitivity.	E	✓		✓
15.	Proven ability to work under pressure and deliver tangible results.	E	✓		✓
16.	Good I.T. skills (preferably office 365 applications,	E	✓		✓

	Key job requirements based on the Job Description	Desirable / Essential	To be tested by: (✓) as appropriate		
			App Form	Test	Int' view
	updating web pages and databases).				
17.	Strong problem solving and evaluation skills.	E	✓	✓	✓
18.	A self-starter with good time management and priority setting skills.	E	✓		✓
19.	Commitment to promoting equality and diversity	E	✓		✓
20.	Evidence of thinking strategically and corporately.	E	✓	✓	✓
21.	Flexible and adaptable work style.	E	✓		
22.	Knowledge and experience of using iTrent	D	✓		✓
23.	Knowlegde and understanding of learning and leadership styles	E	✓		✓
24.	Understanding and knowledge of workforce development policies	E	✓		✓
	Special Requirements				
25.	Able to attend evening committee and other meetings as required.	E	✓		✓
26.	Access to a vehicle for visits throughout the Borough.	D	✓		