

Department:	Corporate Resources
Job Title:	Organisational Development Advisor
Grade:	11
Post Number:	
Service/Section:	People Services – Strategic HR/OD
Base/Location:	County Hall
Responsible To:	Senior Organisational Development Advisor
Responsible For:	
Key Relationships/ Liaison with:	People Services Business Partners and Team Managers, Learning and Development Service, Departmental Managers & staff, colleagues in the Transformation Unit and other support services colleagues.

Job Purpose	
	<ul style="list-style-type: none"> • Working to the Senior OD Advisor, to plan, develop and deliver Organisational Development interventions for the Council, in order to drive high levels of employee engagement, to develop a high performing culture and to enable cultural change. • To support the work in partnership with senior leadership teams, managers, staff and colleagues in the People Services function in order to fully understand the key business drivers and needs of current and future workforce challenges at an organisational and local level.

Main Duties and Responsibilities	
1.	To support the work on organisational diagnosis, including the analysis of people and wider organisational management information to identify trends, linkages and future challenges in order to understand key people and OD issues and requirements.
2.	To support the implementation of the Council's transformation agenda through assisting with the delivery of the People Strategy and departmental plans, understanding the role that Organisational Development has in enabling the Council to achieve its outcomes and through developing and maintaining strong relationships with a range of stakeholders.
3.	To plan, develop and deliver high quality organisational development

	interventions, commissioning support where necessary from training colleagues, HR/OD colleagues and/or external providers.
4.	To provide high level professional advice and support on organisational development activities.
5.	To research, identify and develop best practice tools and techniques to develop and improve organisational development interventions.
6.	To manage, support and assist on the design, delivery and implementation of OD projects as directed, examples of which include: <ul style="list-style-type: none"> • Values and behaviours • Performance management • Talent management • Leadership and management development • Employee engagement • Culture change
7.	To evaluate and review of Organisational Development solutions, ensuring that their effectiveness and impact is clearly understood and enabling continuous improvement and to supporting future decision making
8.	When required produce reports on a range of learning and organisation development topics for management and present reports as appropriate.
9.	Ensure the provision of management information and the maintenance of appropriate Management Information Systems, including the provision of timely and accurate information for performance/statistical returns.
10	To work collaboratively with the wider People Services function to ensure the best outcomes for the whole service.

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: September 2016

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	Essential	Desirable	How assessed
Qualifications			
Relevant Degree or professional / management qualification Or Relevant and significant operational experience at the level equivalent to the above qualification.	✓		App
Qualified and experienced in the use of at least one psychometric tool		✓	App
Graduate membership of the Chartered Institute of Personnel and Development		✓	App
Experience			
Of having successfully delivered organisational development interventions within a complex organisation	✓		App/Int
Of providing complex, technical and specialist Organisational Development advice within a complex organisation	✓		App/Int
Proven ability to deliver a wide range of projects/tasks on time and within budget	✓		Int
Advising customers on Organisational Development issues	✓		Int
Evidence of having formulated Organisational Development solutions to suit operational/business needs.	✓		Int
Providing advice to senior managers on Organisational Development interventions	✓		Int

Writing and presenting on various learning and development and operational/service subjects.	✓		Pre
Experience of successfully managing a project from initiation to completion	✓		App/Int
Of designing, commissioning and delivering development activities	✓		App/Int
A proven ability to turn academic OD theory into practice	✓		Int/Pre
<u>Knowledge</u>			
• Business and commercial awareness.	✓		Int
• Current best practice OD theory and its practical application	✓		Int
• Knowledge of the role of organisational development as part of transformation, workforce development and performance improvement	✓		Int
<u>Skills and Competencies</u>			
Excellent communication and presentation skills with the ability to influence and persuade a course of action to be undertaken and to deal with challenge appropriately	✓		Int/Pre
Ability to manage a demanding workload where there are conflicting priorities and deadlines to be met.	✓		Int
To adopt a practical approach to meet strategic and operational OD needs and requirements – effective and cost efficient solutions	✓		Int/Pre
<u>Other Requirements</u>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		Int/Pre
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Int

Key:

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

**Dc = Documentary Evidence (E.g.,
Certificates)**

Date Prepared/Revised: June 2021