

JOB DESCRIPTION

Job information as shown on organisation chart

Job Title: Learning and Organisation Development Adviser	Post No: TBC	Grade: tbc
Directorate: ECC	Division/ Department: Governance	Section/ Location: HR
Organisational information: Responsible to: Head of HR & OD Professionally responsible to: Head of HR & OD and OD Business Partner Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i> Responsible for: Providing professional learning and organisation development advice to managers across the Herefordshire Council organisation. No budget or people management responsibilities. Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i> <i>Internal:</i> Directors, Assistant Directors, Heads of Service, all other Herefordshire Council managers <i>External:</i> Trade unions, Hoople colleagues		
Main Purpose of Job: To provide professional, consistent, high quality coaching and advice on the full range of LEARNING AND ORGANISATION DEVELOPMENT matters, working through solutions to queries/challenges, to Herefordshire Council (HC) managers. Working as part of a team to continuously improve and enhance the LEARNING AND ORGANISATION DEVELOPMENT service provision to the council's managers.		
Main Responsibilities / Accountabilities / Key Result Areas: <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i> <ul style="list-style-type: none"> To provide professional, consistent, high quality coaching and advice on the full range of LEARNING AND ORGANISATION DEVELOPMENT matters, working through solutions to queries/challenges, to Herefordshire Council (HC). To take the lead on allocated L+OD projects as appropriate and take ownership of the 		

work through development, delivery and evaluation

- To proactively consider, recommend and implement changes to Workforce and Organisation Development Strategy, learning and development policies, procedures, guidance, tools or other, in line with key learnings, feedback and continuous improvement in the learning and development programme.
- To enable customers to achieve good outcomes and solutions to people management complexities and challenges, in a timely, professional and effective way through the definition, development, delivery and evaluation of learning and organisation development interventions.
- To contribute to the development of the HC learning and organisation development service, confidently and proactively coaching managers and employees to apply best practice and self-serve.
- To contribute to and support the HC learning and organisation development programme of work and associated workforce plans and strategies
- To develop, influence and maintain good working relationships with team members, customers and stakeholders.
- To take responsibility for continuous improvement across the learning and development service and interfaces with the customer and other internal functions e.g. payroll, finance, recruitment.

DATA QUALITY (mandatory clauses)

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

To complete all mandatory training requirements in the set timescales.

Job Activities:	Frequency
<ul style="list-style-type: none">• To develop and maintain effective working relationships with managers.	daily
<ul style="list-style-type: none">• To take the lead on allocated complex (cross organisation, partner and multi-year) projects and take ownership of the work to successful conclusion	weekly
<ul style="list-style-type: none">• To provide expert support for learning and organisation development across the employment life-cycle- recruitment, development, management, reward, retention and engagement	daily
<ul style="list-style-type: none">• To advise managers on learning and organisation development activity approaches and to coach them in how to increase engagement within their areas.	daily
<ul style="list-style-type: none">• To develop and deliver bespoke learning and organisation development interventions for individuals, teams, departments and, in conjunction with the OD Business Partner, the whole organisation	as required
<ul style="list-style-type: none">• To develop and deliver generic learning and development interventions –	weekly

including corporate induction <ul style="list-style-type: none"> • To provide 1:1 and group coaching as required to support individual and team development • To work with suppliers of learning and development interventions to ensure they meet organisation need and reflect value for money • To contribute to the continuous improvement and development of learning and organisation development policies and processes and ensure their effective delivery for customers. • To assist with identifying proactive learning and organisation development solutions that will support managers. • To assist with the provision, interpretation and monitoring of data and management information, as required, following the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports • To undertake effective continuing professional development of skills, knowledge and understanding, particularly in the area of employment law. 	as required as required as required as required monthly
Other information: This role will work as part of the Herefordshire Council OD team Building relationships with Hoople Education and Training and the Hoople HR operations team will be critical	

General information: The post holder will be required to comply with organisation's policies and procedures. The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business. This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:	Line Manager Signature:
	Date:

Date Job Description last reviewed: