

JOB DESCRIPTION

POST TITLE: Organisational Development Partner

GRADE: 12

DEPARTMENT: Organisational Development

REPORTS TO: Head of Organisational Development

PURPOSE OF THE JOB

- To work collaboratively with colleagues at every level of the council to develop the culture, behaviours and capabilities required to achieve the priorities and commitments in the council delivery plan
- To lead the design and delivery of strategies, programmes and projects that result in improved organisational effectiveness
- To be a subject matter expert on organisational development
- To lead programmes, projects and initiatives that enable the delivery of the council's strategies for employee engagement and employee recognition

PRINCIPAL ACCOUNTABILITIES

1. To lead the design and delivery of organisational development strategies and plans, ensuring they are aligned to corporate objectives including the priorities and commitments in the council delivery plan
2. To provide specialist expertise, advice and guidance on organisational development initiatives
3. To work collaboratively with leaders and people managers to achieve cultural and behavioural changes that reflect the council's vision and values, and enhance the effectiveness of the organisation
4. To lead the design, procurement, and delivery of organisational development interventions including diagnostic tools, team building programmes, and action learning sets
5. To lead the design and delivery of change management programmes, drawing on programme and project management methodologies to achieve timely delivery and positive impact

6. To lead and co-ordinate the delivery of priorities and objectives in the council's employee engagement strategy, ensuring that all employees are able to express their views and positively contribute to the development of the organisation
7. To lead and co-ordinate the delivery of priorities and objectives in the council's employee recognition strategy, working closely with HR colleagues to promote a culture where all employees feel appreciated and motivated to succeed
8. To develop creative and innovative approaches to organisational development, drawing on systems thinking, evidenced-based research, and learning from others
9. To line manage apprentices, interns and other colleagues who may be directly assigned to the postholder from time to time
10. To manage programme and project budgets in line with the council's financial policies and procedures, ensuring value for money and financial control
11. To champion and proactively support the implementation of the council's vision to be an ever more inclusive, anti-racist organisation
12. To model the behaviours required of all staff and demonstrate commitment to the council's values
13. To ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, and any relevant legislation and regulation

JOB CONTEXT

Organisational context

The postholder will lead the design and delivery of programmes, projects and interventions that have a significant long-term impact on the council and its ability to achieve the priorities and commitments in the council delivery plan. This work will involve the development of innovative solutions and partnerships that enable the postholder to secure high quality outcomes and best use of resources.

The postholder will work with colleagues at every level of the council in a collaborative and collegiate way.

Structural arrangements

The postholder will report to the Senior Organisational Development Partner within the HR and Organisational Development service.

The postholder will have line management responsibility for apprentices, interns and other colleagues who may be directly assigned to the postholder from time to time.

In leading the design and delivery of programmes, projects and initiatives, the postholder will be responsible for matrix managing temporary teams comprising employees from other council services and external contractors.

Financial responsibilities

The postholder will manage budgets assigned to the delivery of programmes, projects and initiatives, typically ranging from £10,000 – £50,000 in value.

Contacts

The postholder will have regular contact with colleagues at every level of the council, including directors. The postholder will use their specialist expertise to provide information, advice and guidance to others.

The postholder will be responsible for representing the council to partners, contractors and stakeholders.

Grade/Conditions of Service

Conditions of service are governed by the National Joint Council (NJC) for Local Government Services as applied by Southwark Council.

The postholder is required to work 36 hours a week, including occasional work outside of ordinary working hours.

This post is not politically restricted under the terms of the Local Government and Housing Act 1989 (as amended).

Employment is subject to a probationary period of twenty six weeks from the postholder's start date with Southwark Council, during which time the postholder will be required to demonstrate to the council's satisfaction their suitability for the position.

PERSON SPECIFICATION

The person specification describes the knowledge, experience and skills required to carry out this role.

Key: **S** Shortlisting criteria
I Evaluated at interview
T Subject to testing

Knowledge, including qualifications	How assessed
In depth knowledge of organisational development and/or change management and/or a similar discipline	S I
Degree or equivalent professional qualification or experience	S
Evidence of continued professional and personal development	S I

Experience	How assessed
Significant relevant work experience within HR and/or Organisational Development and/or a similar discipline	S I
Experience of leading the design and delivery of organisational development interventions	S I
Experience of supporting people to develop and achieve their potential	S I
Experience of managing programmes and/or projects within agreed timescales and budgets	S I
Experience of working with external providers to deliver high quality, cost-effective outcomes	S I

Aptitude, skills and competencies	How assessed
Passion for and commitment to public service delivery	S I
Customer-focused and driven to achieve high standards	S I
Commitment to Southwark Council's values and our ambition to become an ever more inclusive, anti-racist organisation	S I
Ability to think and act strategically, identify and understand linkages across the organisation, and set clear priorities and objectives	S I
Excellent written and verbal communication skills, including the ability to analyse and clearly present complex concepts, data and information	S I
Ability to coach, influence and persuade stakeholders and peers	S I

Aptitude, skills and competencies	How assessed
Ability to work quickly and accurately while managing competing deadlines	
Ability to think laterally and develop creative solutions to challenging problems	S I
Tenacious, self-sufficient and confident working on own initiative	S I