

## LONDON BOROUGH OF REDBRIDGE

### JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Post Title:</b>	Organisational Development Business Partner		
<b>Directorate:</b>	Strategy	<b>Grade:</b>	LBR14
<b>Department:</b>	Employee Experience	<b>Hours/weeks:</b>	3 days a week, flexible
<b>Location:</b>	London Borough of Redbridge	<b>Post number:</b>	
<b>Team:</b>	Organisational Development	<b>Base/location:</b>	Lynton House
<b>Reports to:</b>	OD & Strategy Manager – Employee Experience		
<b>Responsible for:</b>	EE Apprentice,		

Role and Context	
<b>Purpose of the Job:</b>	<p>Providing an excellent and modern employee experience offer is our top priority. We will do this by working closely with everyone, understanding the drivers, outcomes, priorities, barriers and issues and working together to develop and implement solutions.</p> <p>We will take a digital and virtual first approach ensuring that our offer is open and inclusive for everyone.</p> <p>You will support the OD &amp; Strategy Manager to identify the need for OD interventions by working closely with EE colleagues, Directors and Heads of Service, to identify, design, develop and implement or commission innovative solutions. Working with teams across the Council and directorates, to support a programme of continuous organisational performance improvement which helps the Council achieve its ambition of becoming 'One Brilliant Team'.</p>
<b>Duties and Responsibilities:</b>	<p><b>Organisational Development</b></p> <p>To support the guiding principles of compassionate and flexible leadership</p> <p>To ensure that organisational development (OD) initiatives are integrated and aligned with strategic and business goals.</p> <p>To identify opportunities for performance improvement through internal diagnosis, process/system reviews to understand barriers and possible solutions; conducting external research into good practice and creating new ideas.</p> <p>To commission and manage additional internal or external resources as and when required to ensure cost-effective delivery of agreed OD initiatives.</p> <p>To design and facilitate in-house events (e.g. workshops, away days) as required.</p> <p>To work with the Internal Communications to ensure effective employee voice initiative are in place.</p> <p>To lead on communication and consultation processes and to build staff engagement and enhance employee voice.</p> <p><b>Learning &amp; Development</b></p> <p>To support the OD &amp; Strategy Manager to develop the Council's approach to talent management and succession planning and to co-ordinate the contributions of key stakeholders to ensure effective implementation.</p>

	<p>To work with the OD Manager on the creation of a manager's toolkit.</p> <p>To Develop and lead on creation and maintaining elearning offer to support the organization</p> <p>To support the Apprenticeship Manager and organisation to use Apprenticeship Levy to drive organisational improvement</p> <p>To develop coaching, mentoring and secondment schemes to support employee development</p> <p>To lead on the development of a staff skills and knowledge database to nurture the diverse talent of the organisation.</p> <p>To support the delivery of the corporate Wellbeing strategy &amp; action plan</p> <p>To develop and implement a virtual corporate induction offer.</p> <p>To monitor the effectiveness of training interventions.</p> <p><b>Other Responsibilities</b></p> <p>To take on any other duties commensurate with the grade of this post.</p>
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Person Specification		A - I - T
Knowledge & Experience		
Method of candidate assessment: A = Application form I = Interview T = Test		
Qualifications:	Rather than specific qualifications, we are looking for you to demonstrate a learning mindset and a commitment to your own personal and professional development	A A
Experience	<p>Substantial experience of working in an HR and OD environment.</p> <p>An understanding of the strategic objectives of an organisation and how this relates to the OD function</p> <p>Experience of delivering OD projects, supporting organisational change and achieving tangible outcomes.</p> <p>Experience of implementing employee communication initiatives to improve staff participation and engagement.</p> <p>Demonstrates credibility with colleagues and stakeholders at all levels within an organization.</p> <p>Successfully lead project teams to deliver organisational change.</p> <p>Experience of delivering OD interventions with a customer focused mindset and service delivery improvements.</p> <p>Experience of commissioning services and working in a collaborative way with stakeholders.</p>	
Knowledge	<p>A good understanding of OD diagnostics, design and interventions</p> <p>Knowledge of the Apprenticeships framework and levy</p>	
Skills and Abilities	<p>Demonstrate a high level of innovation and creativity.</p> <p>Demonstrate responsiveness and a strong commitment to great customer service and continuous improvement, with a focus on business needs.</p> <p>Ability to produce clear, fit for purpose OD policies</p> <p>Ability to achieve results through influencing skills and building and sustaining relationships with key stakeholders</p> <p>Ability to communicate effectively to a wide range of audiences.</p> <p>Good analytical skills to accurately analyse and interpret data, identify trends and use this as a basis for effective decision making on OD related issues</p>	
Values	<p>Demonstrate that you can work in the context of the Councils values of Collaboration, Honesty, Excellence and Fairness</p> <p>A commitment to the promotion of diversity and inclusion in everything you do</p>	
Working Pattern and travel	Agile/flexible working. Travel to external meetings outside the borough may be required.	
Safeguarding and Disclosure	None.	
Special Factors or Constraints	Attendance at evening meetings when required.	