

JOB DESCRIPTION

Post Title: Assistant OD and Culture Advisor		Directorate/Service: People and Culture		Office Use	
Grade: Band 5		Workplace: County Hall, Morpeth/Agile Working			JE ref: 4432
Responsible to: OD and Culture Advisor		Date: May 2024	Job Family: People and Culture		
<p>Job Purpose: The post will involve working within the council's OD and Culture team which sits within the People and Culture function. The post-holder will work as a member of an energetic and enthusiastic team of learning and organisational development professionals who provide support, guidance and advice across a large, complex and diverse organisation.</p>					
Resources					
Staff	None				
Finance	None				
Physical	Shared responsibility for office equipment and materials. Handling and processing of sensitive and confidential information.				
Clients	Employees and managers of Northumberland County Council and it's partners				
<p>Duties and key result areas:</p> <ol style="list-style-type: none"> 1. Provide information and support to managers and employees around a range of learning and organisational development interventions. 2. Assist with the development, design and planning of learning and development programmes and policies (including statutory and mandatory), interventions and events including briefings, training sessions and team away days which help to support people to improve and reach their potential. 3. Facilitation of effective and engaging learning and development events using a range of delivery methods, materials, tools and techniques which are appropriate for a range of audiences. 4. Manage pre and post course administration, including marketing, attendance records and evaluation. 5. Prepare, produce and analyse reports and workforce data. 6. Undertake and participate in project work in a variety of areas including the design and development of digital learning resources, systems and processes. 7. Contribute to the on-going development and maintenance of the council's Learning Management System/Learner Experience Platform. 8. Handling of confidential learner records. 9. Analyse complex learner and engagement data. 10. Work in a way which aligns with the council's core values and behaviours. 11. The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. 					
Work Arrangements					
Physical requirements:		There will be occasional moving and handling of training equipment and materials.			
Transport requirements:		May on occasion be required to travel to other council premises and to other venues to attend meetings and to facilitate events.			
Working patterns:		Normal office hours. Flexi scheme applies.			
Working conditions:		Office based. Agile working applies.			

PERSON SPECIFICATION

Post Title: Assistant OD and Culture Advisor	Service: People and Culture	Ref: 4432
Essential	Desirable	Assess by
Knowledge and Qualifications		
Experience of working in either a human resources or learning and organisational development role Level 4 (or above) relevant qualification or portfolio of relevant experience Awareness of the key issues currently affecting local government/the public sector A general understanding of learning and development principles Understanding of different learning styles and delivery methods	Educated to Degree level or working towards a professional Human Resources Diploma qualification/full CIPD membership or equivalent A recognised training or teaching qualification Internal Verifier/ Assessor qualification	a,i,r,p,o
Experience		
Recent experience of working within a learning and organisational development environment Recent experience of confidently delivering training and/or presentations Working knowledge of computerised business systems and applications Experience of supporting a diverse range of learners with their development needs	Working within a large, complex organisation	a,i,r
Skills and competencies		
An individual with a genuine interest in people and organisational improvement Highly developed communication skills with the ability to facilitate sessions to a range of audiences Ability to influence and persuade others to change their mindset, behaviours and ways of working Excellent verbal and written communication skills Shows drive and determination A flexible and adaptable approach to work which helps to support the wider team Is positive and shows resilience and acceptance of change Uses own initiative and can work independently Identifies opportunities for improvement and innovation, confidently puts ideas forward Attention to detail of specific detailed information for prolonged periods to ensure accuracy Able to build productive and effective relationships with internal and external contacts		a,i,r,p,o
Physical, mental and emotional demands		
Able to deal with conflicting demands and tight time-frames Ability to concentrate for prolonged periods of time through analysing large data sets and creating reports Normally works from a seated position with some need to walk and stand for periods of time when delivering training Occasional requirement to bend or carry items of equipment and materials Potential to be subject to external observation and scrutiny through teaching and learning		a,i,
Motivation		
Desire to learn, develop and succeed, seeking opportunities for personal development Motivated and determined to meet goals and objectives that create stretch and challenge		a, i,
Other		
Demonstrates understanding and commitment to the council equal opportunities policy Ability to meet the transport requirements of the post		a, i,

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits