

JOB DESCRIPTION

Post Title: OD and Culture Advisor		Director/Service/Sector People and Culture		Office Use	
Grade: Band 7		Workplace: County Hall/Agile		JE ref: 4430	
Responsible to: OD and Culture Partner		Date: May 2024	Job Family: People and Culture		
Job Purpose:					
Resources		Staff	The postholder may directly line manage band's below providing direction, guidance (including coaching and mentorship)		
		Finance	The post has no budgetary responsibilities however the postholder will provide advice on staff expenditure and salaries to directorates e.g. contractual changes and organisational redesign which have a significant impact on directorate spending.		
		Physical	Some setting up of equipment. To handle archives and significant volumes of quality records and staff data and information.		
		Clients	Regular work with other services and providers, external suppliers, colleagues from across the People and Culture Team, public bodies, external organisations, auditors and inspectors. Frequent contact with learners and employers to collect feedback and first line complaints handling.		
Duties and key result areas:					
<ol style="list-style-type: none"> 1. Works closely with the OD and Culture partner to lead the design, development and implementation of learning and organisational development solutions and interventions outlined in the People Strategy, in collaboration with other People and Culture colleagues, managers and external providers. 2. Designs and delivers a range of learning and organisational development interventions (including face to face, virtual and e-learning) 3. Acts as a point of contact in providing advice and guidance to managers and staff in learning and organisational development. 4. Provides support and advice to relevant officers across the Council in developing and implementing effective development programmes and long term workforce plans and supporting managers to embrace an ethos of developing people. 5. Provides specialist professional consultancy support to internal and external customers, services, managers and staff on the analysis, diagnosis and design of learning and organisational development interventions 6. Communicates sensitive and complex information to managers and staff around learning and organisational development. Communicate with people that is consistent with their level of understanding, culture, background and preferred ways of communication 7. Develops and maintains positive collaborative relationships with all relevant internal and external stakeholders to ensure the successful delivery and implementation of strategic learning and organisational development interventions within deadlines. 8. Explains, persuades, influences and negotiates using empathy and tact whilst dealing with managers, staff and staff side representatives in regards learning and workforce development requirements. 9. Advises managers and staff on statutory and mandatory learning requirements and works in partnership with managers in order to meet the council's targets for completion. 10. Presents complex, sensitive or contentious information to large groups, 11. Assist with the design and implementation of learning and organisational development policies and procedures. 12. Provides professional information, advice and guidance and support to internal and external customers in relation to educational progression, workforce development, career transition and progression. 					

13. Advises managers on performance management best practice.
14. Works in partnership with managers to develop effective solutions to workforce development issues through the effective use of questioning, listening and coaching skills.
15. Monitors and evaluates the benefits of learning and organisational development interventions
16. Analyses situations and makes judgement on a range of learning and organisational development issues and when appropriate seeks advice from senior colleagues
17. Leads the recruitment, selection, appraisal, review, cover arrangements, welfare and support, absence management and discipline of staff in the area of responsibility, following organisational policies at all times.
18. Commits to equity and to comply with the County Council's DEI policies. To be committed to safeguarding learners and follow policies, practices and procedures in relation to protecting children and adults.
19. Commits to professional self-development making full use of training and development opportunities identified through appraisal. To ensure job knowledge is updated by participating in educational opportunities, reading publications, attending team meetings and participating in and maintaining professional networks.
20. There will be a requirement for unsupervised contact with children/young people in this post whether through teaching, advice and guidance, general or technical support.

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

<p>Transport requirements: Working patterns:</p> <p>Working conditions:</p>	<p>Flexible working hours apply subject to the needs of the service Some occasional evening working is required. Frequent travel across Northumberland is required, with occasionally further afield to attend training.</p> <p>Flexi applies.</p> <p>Mainly indoors</p>
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PERSON SPECIFICATION

Appendix 2

Post Title: OD and Culture Advisor	Director/Service/Sector: People and Culture	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> ● Degree and professional experience in HR or learning and organisational development ● Detailed knowledge of the learning and skills sector, in particular to apprenticeships and traineeships ● Detailed knowledge of the operational, procedural and practical issues relating to recruitment of apprentices/learners ● NVQ3 or higher in Advice and Guidance 	<ul style="list-style-type: none"> ● Postgraduate qualification ● CIPD qualification at level 3 or higher ● Teaching qualification (Level 5 or IfL approved eg PGCE, Cert Ed, B'Ed) 	A, R, I
Experience		
<ul style="list-style-type: none"> ● Significant learning and organisational development or HR experience. ● Experience of managing and coordinating learning and organisational development programmes within a range of organisational/business settings. ● Proven facilitation skills with staff at all levels ● Understanding of workforce planning and talent management strategies ● Management experience and involvement in applying relevant methods, tools and techniques ● Experience of dealing effectively with others ● Significant experience of supporting staff to improve ● Track record of performing against challenging performance targets and deadlines ● Experience of inspections and audits ● Experience of conducting staff appraisals ● Experience of setting targets and monitoring performance 	<ul style="list-style-type: none"> ● Experience of collaborative working ● Experience of building partnerships 	A, R, I, P
Skills and competencies		
<ul style="list-style-type: none"> ● Able to coach and mentor staff to improve ● Demonstrate interpersonal skills with an ability to communicate, negotiate and influence a range of staff and management at all levels within the council with the ability to establish links with external organisations both verbally and written using the most appropriate mechanism for the achievement of required outcomes. ● High level of planning and organisational skills ● Ability to work to deadlines and exact standards with a strong focus on completing and finishing ● Ability to manage multiple projects with tight deadlines ● Ability to work unsupervised and lead a team on complex issues. ● Ability to work accurately and effectively under pressure 		A, R, I, P

<ul style="list-style-type: none"> • Excellent problem solving skills with high level of numeracy to be able to understand and reason with complex business related statistics • Help create a positive work culture in which diverse, individual contributions and perspectives are valued • Proactive and achievement orientated 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Periodically dealing with customers or staff who may be angry or difficult to manage • Able to work under pressure and maintain personal resilience • Ability to deliver challenging performance information and direct staff to improvement • Pragmatic approach to deal with difficult and emotional situations. • Contact with staff/public/clients in dispute with the County Council. • Tenacity and resilience. 		I
Other		
<ul style="list-style-type: none"> • Committed to Equal opportunities • Committed to Health and Safety • Independently meet the travel requirements of the post. 		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