

Organisational Development Consultant

Service	Reporting to	Location	Grade
HR&OD	OD and Change Business Partner	Civic Centre / Hybrid / MyWork locations	3C

About the role

Reporting into a OD Business Partner as a OD Consultant you will play a key role in providing a solution focused, people centred professional service to clients on all aspects of organisation development. Approaching the role with a positive can-do solution focused attitude you would be expected to:

- Work collaboratively with the City Council and other customers enabling them to achieve their overall objectives by the provision of generalist HR and organisational development advice and support.
- Contribute to the overall HR and OD services ability to deliver a holistic professional service by providing expertise on one or more specialisms.
- Support the development of HR&OD strategies, working with HR&OD Leadership Team, Business Partners and other managers to develop cohesive and co-ordinated people plans and organisation development activity across the organisation.
- Work with the wider HR&OD management team in the delivery (and lead where appropriate) of key OD projects and initiatives that put people at the heart of the organisation.
- To provide a high quality and professional solution focused, risk based, legally compliant and customer centred HR&OD consultancy service providing advice and guidance on an extensive range of organisation and workforce development issues.
- Manage your own projects, including the research, design, development and implementation of creative learning and development initiatives to support new and existing programmes of work, positively shaping the development of the organisation.
- Embrace a coaching culture; enabling leaders and managers to develop, helping them reach their potential as well as that of their teams; aligned to our culture, values, leadership behaviours and the principles of hybrid working.
- Coach managers to deal with organisational and workforce issues supporting them with the application of organisational policies and interventions.
- Work with services, managers and our people, through a co-design approach, to develop the right level of skills and capabilities and introduce new initiatives

through the provision of learning and development advice, digital support, leadership skills, guidance, coaching, facilitation and training.

- Develop and support effective and credible working relationships with managers, employees, the Trade Unions and other external agencies to ensure positive employee relations.
- Support robust and effective analysis of information by utilising data, metrics, evidence and feedback to measure impact and success, and inform and drive decision making and change across the organisation
- Provide specialist advice and expertise at appropriate meetings when required, and in the absence of other OD Consultancy colleagues.
- Maintain your professional competence by self and directed learning striving for a learning organisation.
- Ensure that through your interventions you consider the organisations service to the public and the wellbeing of our people at the heart of applying our people processes and practices.

Key outcomes

- The Spirit of Salford is embodied in the heart of the HR and OD Team.
- Organisational wide and directorate specific work programmes are delivered that drive innovation and improvement.
- People are at the heart of our organisational strategies through the support given to managers and customers.
- Workforce strategies and plans are developed using data, insight and analysis in the most appropriate way with co design being a key consideration.
- OD projects are delivered ensuring our values are the core foundation of development.
- Working relationships are effective, managers are influenced and challenged to support workforce plans that are focussed on achieving business outcomes.
- Managers have the skills to manage their people.
- Our people have the right skills and development opportunities available, by the provision of advice, guidance and where appropriate ad-hoc training or learning and development activities that support workforce needs and talent pathways.
- Consistent application and approach to workforce issues across the organisation by applying learning and professional standards.
- Timely application of all organisational processes ensuring people are considered throughout.
- HR&OD solutions to a range of workforce issues and initiatives are creative and delivered in a timely and effective manner.
- Learning opportunities and platforms are designed and delivered for our people across the organisation by continuous adaptation and reviewing, with content is that up to date and relevant to the organisation and accessible to all.
- Value for money and the best possible learning experience is attained, through contract management, budget monitoring, and ongoing evaluation of OD interventions.
- Data and analytics are used to support the development of a range of solutions to the people issues encountered, identifying root cause of presenting matters and utilising the skills and knowledge of the wider team to improve outcomes and create conditions in which our people thrive.
- HR and OD work together to providing a seamless customer journey offering a range of support covering various disciplines that are all people centred, solution focused and innovative in their approach.
- Team and personal learning are aligned to the CIPD profession map enabling the delivery of an excellent professional HR & OD service.
- Ensure the Workforce Equality, Diversity and Inclusion Strategy and action plan is delivered including supporting the development of a range of creative, inclusive, tailored flexible recruitment and career development approaches to address potential barriers and open up opportunities.
- Employee wellbeing is supported throughout the services we provide and the interventions we are involved with.

What we need from you

- To model and demonstrate our values and behaviours using them to guide you in how you do your job; being able to hold others accountable for demonstrating values by taking a tough stand and challenging behaviours.
- Professional credibility and capability through proven experience professional knowledge and membership across a range of relevant HR areas e.g., workforce planning, talent management, organisational development & design, resourcing, learning & development.
- Utilising different skills and techniques to improve performance and resolve business critical issues, taking a think digital first approach.
- Working to high standards setting challenging goals that are focused on outcomes, not activities; not accepting mediocrity.
- Taking a 'whole system' approach, looking for every opportunity to solve problems and improve.
- Being a 'smart worker'; carrying out your role in the most efficient and effective way.
- Taking the initiative to doing something 'that needs to be done' to make something better, even if it is beyond your role.
- Being honest, taking responsibility for your actions and decisions.
- Recognising and valuing the strengths of people and places taking a strengths-based approach to make the most of opportunities.
- Respecting and caring for others, treating everyone fairly; listening and acting on the things people say.
- Building strong collaborative relationships to find creative ways to make services more sustainable and flexible.
- Supporting others through change, in undertaking new things, and working differently.
- Being open to learning and sharing your knowledge and skills with others; providing coaching and support to others to help them achieve their objectives and potential.
- Seek out and act on feedback and coaching to continually learn and develop as a professional. Take responsibility for your own CPD.
- HR /OD related qualification or equivalent experience.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

Tailored Development

The following training and learning opportunities are a taster to what is available for your continued professional development:

- CIPD Qualifications: Chartered Institute of Personnel and Development (CIPD) courses, depending on your current experience.
- Coaching and Mentoring Courses: Participate in accredited coaching and mentoring programmes to further develop your ability to support and guide colleagues effectively.
- Change Management Training: To strengthen your capacity to support organisational change initiatives.
- Employment Law Updates: Seminars or webinars on employment law to stay current with legislative changes relevant to HR and organisational development.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

#HappytoTalkFlexible



Salford City Council

Role details

Completed by: Andrea Marshall

Date: 16 December

Job code: A11488

Job score: 487

Date of evaluation: 14 Nov 2022

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