

# Job description

Job title:	Learning & Organisational Development Adviser
Grade:	Dorset Grade 10
Job evaluation reference:	HR010
Job family:	Human Resources & Organisational Development

## Purpose and impact

To facilitate and support the design, commissioning, planning and evaluation of learning and organisational development interventions, across agreed areas of responsibility to achieve a range of learning outcomes in-line with identified service needs.

Research, plan and commission learning and organisational development interventions and initiatives to both internal and external customers as required.

Respond to identified learning and organisational development needs across the council and wider workforce where required through the development of innovative solutions and generation of creative ideas.

## Key responsibilities

1. Design, plan and commission learning and organisational development interventions as part of the council and Directorate workforce plans.
2. Combine a range of business data with personal experience to develop insight into the organisation, its customers, and the external context it operates in.
3. Undertake evaluation of learning & organisational development interventions within own area of responsibility, evaluate impact and results to ensure learning and organisational development solutions meet the organisation needs.
4. Identify and agree learning and/or service outcomes with both internal and external customers for own area of responsibility, e.g. social care induction, safeguarding.
5. Ensure all administrative requirements for the delivery and achievement of learning outcomes are met, specifically where there are national body and legislative requirements, e.g. examinations, registrations and external assessments.
6. Provide project management to ensure effective delivery of learning and organisational development activities for own area of responsibility.
7. Provide information, advice and guidance to support the delivery and achievement of learning and/or service outcomes for own area of responsibility.
8. Partner and coach managers and employees to ensure that they understand the learning and organisational development plan and their role in delivering it.
9. Contribute to the Service outcomes by delivering identified organisational learning where required e.g. absence management, report writing.
10. Support colleagues within the HR & OD Service to integrate learning and organisational development with other people and organisation activities.
11. Work with managers/stakeholders to support them in developing the case for change, including the vision for change, key milestones, challenges and what success looks like.
12. Ensure diversity and inclusion considerations are embedded in the development of learning and organisational development solutions.



## Job description

13. Effectively utilise relevant management information relating to learning in own area of work to include reporting and analysis as appropriate.
14. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
15. Allocate work to Senior L & OD Assistants and colleagues, setting and monitoring standards for completion.
16. Undertake continued professional development to keep knowledge up to date, remain up to speed with best practice thinking and to develop and learn new skills.
17. Carry out other such comparable duties in support of corporate or service objectives as required.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### **Our behaviours**

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under ['Working for Dorset Council'](#).



# Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

## Essential

Essential criteria are the minimum requirement for the above post.

<b>Qualifications/ training/registrations</b>
Required by law, and/or essential to the performance of the role
1. Professional qualification in learning or final / professional qualification in own specialist area with substantial experience in learning and organisational development.
2. Registration with IFL at associate level as a minimum or registration with other relevant professional body.
<b>Experience</b>
3. Planning, designing and commissioning learning and organisational development interventions.
4. Experience of group and team development facilitation.
5. Identifying learning and organisational development needs.
6. Delivering learning and organisational development solutions to both internal and external customers.
7. Experience of evaluation of learning and organisational interventions against learning and service outcomes.
<b>Skills, abilities &amp; knowledge</b>
8. Detailed knowledge of current learning and organisational development best practice, including learning technologies and new ways of working as it relates to own area of responsibility.
9. Knowledge and understanding of current national policy and legislation as it relates to own area of responsibility. e.g. social care induction, safeguarding.
10. Knowledge of learning evaluation methodologies and how to apply in practice, and how to identify tangible business and performance benefits from learning and organisational development interventions.
11. How to work with third parties and how to raise and deal with service and quality problems.
12. Organisation vision, strategy, services and customers as it relates to own area of responsibility.
13. Ability to convert legislative/national initiatives into creative solutions for customers.
14. Excellent verbal and written communication skills.
15. Ability to work with internal and external customers and stakeholders at all levels.
16. Good facilitation and presentation skills.
17. Good ICT skills in the use of Microsoft Office and Outlook.
<b>Behaviours</b>
18. <a href="#">Respect</a>
19. <a href="#">Responsibility</a>
20. <a href="#">Recognition</a>
21. <a href="#">One Team: Collaboration</a>
<b>Other</b>
22. Self-motivated and able to manage own time and workload with competing priorities.
23. Ability to fulfil the travel requirements of the post.



## Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

<b>Qualifications/ training/registrations</b>
24. ECDL
25. Accredited Assessor/Verifier/Practice Educator.
<b>Experience</b>
26. Experience of coaching and/or mentoring.
27. Working with the voluntary and community sector.
<b>Skills, abilities &amp; knowledge</b>
28. The Council's budget monitoring procedures and reporting.
29. Knowledge of coaching, mentoring and action learning techniques.
30. Knowledge of e-learning and on-line learning and organisational development resources.
31. Corporate communications and marketing.

<b>Approval</b>			
Manager	HRSMT	Date	August 2018

