

# 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 People – Children 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.
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 values**

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. Professional qualification in learning or final / professional qualification in own specialist area with substantial experience in learning and organisational development.	Application form
2. Registration with IFL at associate level as a minimum or registration with other relevant professional body.	Application form
<b>Experience</b>	
3. Planning, designing and commissioning learning and organisational development interventions.	Application form
4. Experience of group and team development facilitation	Application form
5. Identifying learning and organisational development needs.	Application form
6. Delivering learning and organisational development solutions to both internal and external customers.	Application form
7. Experience of evaluation of learning and organisational interventions against learning and service outcomes.	Application form
<b>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.	Application form Interview Assessment
9. Knowledge and understanding of current national policy and legislation as it relates to own area of responsibility. e.g. social care induction, safeguarding.	Application form Interview Assessment
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.	Application form Interview Assessment
11. How to work with third parties and how to raise and deal with service and quality problems.	Application form Interview Assessment
<b>Skills and abilities</b>	
12. Organisation vision, strategy, services and customers as it relates to own area of responsibility.	Interview Assessment
13. Ability to convert legislative/national initiatives into creative solutions for customers.	Interview Assessment
14. Excellent verbal and written communication skills.	Interview Assessment



15. Ability to work with internal and external customers and stakeholders at all levels	Interview Assessment
16. Good facilitation and presentation skills.	Interview Assessment
17. Good ICT skills in the use of Microsoft Office and Outlook.	Interview Assessment
<b>Our values</b>	
18. Respect	Interview Assessment
19. Together	Interview Assessment
20. Accountability	Interview Assessment
21. Openness	Interview Assessment
22. Curiosity	Interview Assessment
<b>Other</b>	
23. Self-motivated and able to manage own time and workload with competing priorities.	Application form
24. Ability to fulfil the travel requirements of the post.	Application form

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b>	<b>Assessed through:</b>
25. ECDL	Application form
26. Accredited Assessor/Verifier/Practice Educator.	Application form
<b>Experience</b>	
27. Experience of coaching and/or mentoring.	Application form
28. Working with the voluntary and community sector.	Application form
<b>Knowledge</b>	
29. The Council's budget monitoring procedures and reporting.	Application form Interview Assessment
30. Knowledge of coaching, mentoring and action learning techniques.	Application form Interview Assessment
31. Knowledge of e-learning and on-line learning and organisational development resources.	Application form Interview Assessment
<b>Skills and abilities</b>	



32. Corporate communications and marketing.

Interview  
Assessment

## Approval

Manager's job title: HRSMT  
Date: August 2018

