



| Job description | |
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| Job title | Organisational Development (OD) Graduate - Leadership & Talent |
| Grade | G |
| Directorate | Resources |
| Section/team | People & Development |
| Accountable to | OD Specialist |
| Date reviewed | June 2024 |

Purpose of the Job

This role will support various work programmes and initiatives across a range of organisational development disciplines, to support teams in the delivery of our Corporate Plan. Working closely with the wider People and Development Team, you will provide organisational development support and guidance to overcome workforce challenges and help grow and transform the culture across Knowsley Council.

You will also provide support across the following areas:

- Employee Experience – Leading and supporting key programmes of work such as induction, reward and recognition programmes, employee engagement and equality, diversity and inclusion.
- Learning Academy – Leading and supporting key programmes of work to ensure we have a robust learning offer for the diversity of the services we deliver and we grow and develop our learning culture.
- Leadership and Talent – Leading and supporting key programmes of work to attract and grow diverse talent to roles such as through apprenticeships and graduate schemes whilst also supporting talent development/succession planning and investing in the skills of leaders and managers.

You will have an understanding of a range of HR fields such as Organisational Development, Employee Engagement, Learning and Development, Equality and Diversity.

You will deliver and support key transformational projects within a dynamic, creative, and influential environment.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. The postholder will undertake a programme of work across different Council departments, working with relevant



Organisational Development and HR colleagues. The type of work is illustrated below:

The role will:

- Support programmes and initiatives to nurture an outstanding employee experience and inspire high performance.
- Support and coordinate the design, delivery and evaluation of a range of organisational development interventions, working closely with the wider organisational development team, to drive employee engagement, people performance and help attract and retain talent
- Support the coordination of various programmes and projects across delivered by the Organisational Development such as; Equality, Diversity and Inclusion initiatives, leadership and talent development programmes to develop skills, capabilities and confidence across the workforce whilst fulfilling statutory obligations.
- Research and analyse workforce data and the latest thinking in the organisational development field, to continually improve and enhance our offer and support the development and delivery of organisational priorities.
- Support the wider People & Development/HR team to assist with service priorities in line with current job role. Support the delivery of training to staff and other key stakeholders in relation to equality, diversity, inclusion and employee experience.
- Support the delivery of the KMBC People Strategy.

Leadership and Talent

- Support the Coordinate of communications and promotional activity for of leadership and talent programmes.
- Collate Case studies of participants taking part in programme to further promote and enhance these further.
- Coordinate attendance at key talent events e,g, careers events at Universities working with recruitment.
- Ensure the quick and accurate processing of applications for talent and leadership programmes, recording key data and providing statistics of completion, applications and drawing down any external funding and resources as required.
- To support the planning, procurement, and delivery of apprenticeship and talent programmes, including work experience, internships and graduate schemes.
- To support the co-ordination and the delivery of an annual plan for the recruitment of interns, apprentices and graduates aligned to business needs including relevant workforce strategies and plans.
- To identify and select appropriate training providers to deliver the council's Leadership and talent programmes (including ASYE and other Social Work Development Programmes), ensuring full compliance with the council's procurement policies and processes.



Corporate Responsibilities

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.
- To use any safety equipment as instructed and trained and inform your manager of any health and safety issues which could place individuals in danger.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.