



<b>Job description</b>	
<b>Job title</b>	Organisational Development (OD) Practitioner
<b>Grade</b>	L
<b>Directorate</b>	Resources
<b>Section/team</b>	Human Resources
<b>Accountable to</b>	OD Lead
<b>Date reviewed</b>	12 <sup>th</sup> June 2024

### **Purpose of the Job**

This role will lead and 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 HR Team, you will provide organisational development knowledge and expertise to overcome workforce challenges and help grow and transform the culture across Knowsley Council.

You will also provide expertise within one of the following areas:

- Employee Experience – Leading and supporting key programmes of work to develop and strengthen induction, reward and recognition initiatives, employee engagement programmes and equality, diversity and inclusion across the workforce.
- 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 as well as growing 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 also have an understanding of Organisational Development tools, techniques and approaches and work closely with staff and managers across the organisation.

The role is an amazing opportunity to influence and deliver key transformational projects across Organisational Development.

### **Duties and Responsibilities**

**All roles will:**



- Support and lead programmes and initiatives to attract and retain talent and inspire high performance.
- Contribute to the design, delivery and evaluation of a range of Organisational Development and Learning interventions bringing about culture change, driving an inclusive employee experience, and growing our learning culture working with the wider service as required.
- Pro-actively look for ways to improve the end-to-end customer journey and offer effective, tailored recommendations to make Knowsley an employer of choice.
- Continuously review, measure and evaluate what we do to ensure we continue to deliver high impact organisational development programmes and interventions, staying ahead of the latest thinking and best practice in the organisational development field.
- See and make connections between your own work and work undertaken elsewhere, managing dependencies, and identifying opportunities for collaboration, especially with the wider HR Team.
- Support the delivery of Knowsley's People Strategy.

**Your primary work area will be the Learning Academy. You may also be asked to support with work across the other areas.**

**Learning Academy:**

- Support the procurement, coordination, promotion and evaluation of high-quality learning interventions/training for council employees using a variety of creative and innovative learning delivery methods and techniques in collaboration with the customer linked to directorate priorities.
- Take a lead role in the continued development and embedding of a quality assurance framework with Subject Matter Experts.
- Take a lead role in the development of a refreshed clear mandatory/statutory training offer, including the development of bespoke content when required and processes in place to report on compliance and sharing/embedding learning in practice.
- Develop innovative approaches to embed a progressive learning offer in line with current practices.
- Keep abreast of leading-edge practices and innovative approaches, making suggestions to create and embed a progressive learning offer across the organisation.
- Help coordinate the spend on learning across the organisation and the development and implementation of Training Needs Analysis, ensuring appropriate learning initiatives are commissioned and maximum return on investment.



- Support the development and embedding of a learning culture and 'Learning Academy Model' across the organisation to help attract and retain staff.
- Bring the Knowsley Learning offer to life as part of a culture of learning, reflection and growth, maximising the use of blended learning opportunities, helping to bridge current and future skills gaps.

**Employee Experience:**

- Take a lead role in the development and rollout of the employee engagement mechanisms, maximising responses and ensuring tangible actions to drive engagement across the organisation.
- Lead the delivery of the employee recognition programme.
- Work with Senior Leaders and services to look at new ways to help drive inclusion and engagement across the workforce, where every employee has a sense of belonging, an enjoyable working experience and can flourish in their role.
- Lead the delivery and continual improvement of the corporate induction/induction review and exit interview programme.
- Support the development and implementation of wellbeing initiatives to support the delivery of the employee wellbeing strategy to help reduce sickness absence, working across the service as required.
- Support the development and rollout of a high impact workforce equality, diversity and inclusion strategy and accompanying workplan, leading elements of this to help drive inclusion across the workforce.
- Support the development and implementation of an inclusion celebration calendar and programme of events/activities and learning opportunities to support and champion inclusion throughout the year, looking at new and creative ways to maximise reach and impact of these opportunities and encouraging staff to share their equality monitoring information.
- Support in the development of employee networks and bring the networks and staff together with their lived experience to help shape future workforce inclusion plans.
- Take a lead role in the development of creative and innovative approaches to learning about inclusion and lived experience for staff across the organisation.
- Assist managers and services completing Equality Impact Assessments.
- Assist the development and delivery of the Workforce Monitoring including the Gender Pay Gap reporting each year.
- Assist the council in meeting its statutory obligations under the Public Sector Equality Duty.

**Leadership and Talent:**

- Take a lead role in the development and delivery of a modern, creative and high impact leadership development package that helps leaders and



aspiring leaders develop their skills and have the experience and capability to fulfil leadership roles effectively.

- Support the development and implementation of a refreshed talent management approach, aiding retention and supporting succession planning.
- Work with the wider service to support the creation of a range of creative, inclusive, tailored flexible attraction/recruitment approaches to unlock potential employment barriers to connect local talent to employment opportunities in the borough, promoting early careers.
- Take a lead role in the development of innovative programmes to grow a quality, varied, engaging and nurturing environment for apprentices, graduates, and those on other work experience, placements and social work programmes.
- Support the transformation of our approach to People Performance, including developing and embedding clear expectations for employees.
- Support the design of 'Talking Talent' career conversations across directorates, to help services identify business critical roles and other key areas of focus for meeting current and future skills gaps, succession planning – ultimately aiming to nurture and develop talent.

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.

### Corporate Responsibilities

- To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities.
- 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.

### 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.



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- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.