
Recruitment information

Job description and person specification

Your title	Organisational Development Business Partner
DBS check	This post does not require a DBS check
Post number	NEW
Your team	Policy and Performance
You would be based	Civic Centre, Esher
Your line manager	Head of Policy & Performance

About the role

You will be part of the wider Policy and Performance Team, which covers HR, Policy, Communications, Economic Development, Emergency Planning and Climate Change.

You will be leading, co-ordinating and managing the delivery of the People Strategy through organisational development initiatives and interventions in support of the new 2030 Vision.

The main purpose of the role:

This role will drive the implementation of the People Strategy by leading on organisational development work, working with the HR, Policy and Communications teams to achieve this, as well as colleagues across the organisation.

You will work closely with internal and external stakeholders to develop and build on our learning and development and health and wellbeing offer, to enable the workforce to deliver services in line with Elmbridge's Vision 2030, values and behaviours.

You will be engaged in the development of our people including career pathways, succession plans, onboarding, employee engagement and empowering people to grow by giving them the tools, resources and training to thrive.

Specific duties and responsibilities

1. Act as the lead for organisational development, being at the forefront of the implementation of the People Strategy.
2. Drive cultural change across the Council through a variety of methods, enabling managers to be more effective for their team and enhance their people management skills.
3. Develop, monitor and evaluate any organisational development strategies as appropriate.
4. Ensure organisational development initiatives are integrated and supported within the organisation.

5. Design and deliver organisational development and change management interventions that support Elmbridge's ambition to be a high performing organisation.
6. Work with HR to support and advise managers on the development of their teams, organisational and job design.
7. Work with HR to review roles, evaluation schemes and rewards and recognition that supports a high performing organisation.
8. Lead on talent management and succession planning initiatives.
9. Review and monitor a performance appraisal management framework.
10. Design and deliver health and wellbeing initiatives.
11. Ensure there are robust processes for identifying, capturing and prioritising training needs.
12. Develop and implement strategic workforce planning initiatives.
13. Work with Communications to design and implement employee engagement approaches.
14. Monitor trends and data related to workforce analytics and insights.
15. Proactively research and keep up to date on best practice

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

Title: OD Business Partner
Team: Policy and Performance
Grade: £51,132 - £54,365
Salary: PO42 – 45

Post no: NEW
Hours: 36
Car allowance: Casual

Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1	Educated to Degree level or equivalent	D	A
2	Chartered MCIPD or Level 7 qualification or relevant experience	E	A
3	CMI/ILM Level 5 in Coaching and Mentoring or equivalent	D	A

Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
4	Experience of implementing Organisational Development initiatives and processes	E	A,I,T
5	Experience of data analysis	D	A
6	Experience of delivering culture change projects	E	A,I
7	Experience of delivering and evaluating learning and development programmes	E	A,I,T
8	Experience of team work and building relationships	E	A,I
9	Experience of working in local government	D	A
10	Experience of designing performance management frameworks	D	A

Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
11	Knowledge of managing change	E	A,I
12	Ability to use coaching skills to manage, support and motivate others	E	A,I

13	Ability to manage high workload and conflicting priorities.	E	A, I, T
14	Good numerical and analytical skills	D	A
15	Strong problem solving and evaluation skills to take a solution focussed approach	E	A,I,T
16	Excellent IT skills in a Microsoft environment	E	A,I, T
17	Good communication skills, both written and oral	E	A,I, T

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
18	Willingness to work flexibly	E	A