

## Assistant Director - OD

## Job description

This job description is made up of two parts, a job description and a person specification. The table below sets out the job description for the Head of OD and Learning role.

Lambeth Council is an equal opportunities employer – in **all** our activities we strive to drive inclusion, eliminate discrimination, harassment and victimisation and advance equality of opportunity in the way we recruit and deliver our services. We will give due regard to equality and diversity when reviewing existing and developing new strategies, policies, services and functions to ensure that we:

- Provide excellent services
- Secure fair recruitment and flexible working practices
- Award contracts, and commission services through equitable and fair processes

<b>Directorate:</b>	Finance and Investment
<b>Division:</b>	Human Resources and Organisational Development (OD)
<b>Department:</b>	Organisational Development and Learning
<b>Job Title:</b>	Assistant Director of OD
<b>Post No:</b>	
<b>Grade:</b>	SMG2. £75,873 to £91,180 (pay award pending).
<b>Director:</b>	Director of Human Resources and Organisational Development
<b>Hours:</b>	09:00 AM – 17:00 PM Monday – Friday
<b>Reports to:</b>	Director of Human Resources and Organisational Development
<b>DBS check applicable?</b>	No
<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>	No
<b>No of direct reports:</b>	2
<b>Job purpose:</b>	<p>The post holder will play a key role in discharging corporate objectives, influencing strategic decision making and mitigating corporate risk. The post holder will be responsible for the technical delivery of their role while living and promoting the ambition for the workforce.</p> <p>The post holder will head the Learning and Organisation Development team providing a bespoke corporate learning, workforce change and cultural development service within the Council.</p>

## **Main duties and responsibilities**

### **OD & Learning**

- Working in collaboration and partnership with the services; responding to their diverse needs and contributing to the delivery of key outcomes for the Council.
- Lead on the development and implementation of the Council's OD strategy and associated actions plans.
- Providing professional expertise and challenge that build organisational, directorate and people capabilities effectively.
- Driving forward the improvement of employee performance and the building of a strong and rigorous development culture.
- Inform the Council's corporate Apprenticeship strategy to ensure continued growth and augmentation of all apprenticeship opportunities both within the Council and the Borough.
- Developing the capacity of the organisation to be the most effective it can be in delivering sustained and improved outcomes for residents over the long term, by:
  - Providing overall leadership of the training and development activity within the council ensuring that any related activities underpin the achievement of the council's vision, and deliver better learning outcomes across the council's L&D budget
  - Equipping managers and leaders within the organisation with the skills, knowledge and behaviours required for the achievement of strategic objectives
- Aligning all corporate interventions impacting on culture, reviewing and amending current activity and proposal for future intervention up to three years
- Ensuring the embedding of our ambitions for our workforce as alive in the organisation using front line peer groups and support networks to extend the reach and impact of our ambitions
- Support the business to identify issues and opportunities, and develop appropriate interventions and solutions that facilitate improved processes concerning team and individual performance, cultural change and workforce development.

### **Stakeholder Relationships**

Internal: Management Board, Directorate leadership teams, peers, staff forum chairs, EDI leads, Trade Unions

External: National consultation groups, Strategic partners, Other Local Authorities, Partner Organisations, Professional Bodies

### **Flexibility**

The above is not an exhaustive list and the role holder may be required to undertake additional or alternative tasks and duties as the needs of the business dictate, provided they are within the individual's capabilities and skills set at an appropriate level.

### **Variation**

This is a description of the job as required at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**Date: April 2022**

## Person specification

### Technical Skills, Core Competencies and Other Attributes

The person who wishes to fulfil the role of Assistant Director of OD is expected to demonstrate the following throughout their work:

#### Technical Skills

The person who wishes to fulfil this role is expected to demonstrate the following Technical Skills throughout their work:

Technical Skills	Description
Diagnose, design, deliver	<ul style="list-style-type: none"><li>• Application of diagnostic tools at individual, team and organisation level</li><li>• Design interventions proportionate to organisation readiness, and aligned to pace and ambition of change</li><li>• Facilitation of small and large group, individual feedback, team and organisation level development sessions, formal and informal.</li><li>• Assess and develop an approach to leadership</li></ul>
Organisation Design Skills	<ul style="list-style-type: none"><li>• Assess the results of interventions and make mindful recommendations to services</li><li>• Explore and present service needs with a business focus</li><li>• Define outcomes for interventions and measure their short and long-term impact and value</li></ul>
Evaluation skills	<ul style="list-style-type: none"><li>• Develops, designs and agrees the guiding principles, as well as clear rationale, for how the organisation manages individual performance</li></ul>
Performance Management	<ul style="list-style-type: none"><li>• Develops a performance management framework</li><li>• Motivates key stakeholders to embrace effective performance management and creation of a performance culture</li><li>• Challenges senior managers to adopt performance-driven cultures that embrace the guiding principles</li></ul>
Core Competencies	Description
Evidence Base	<ul style="list-style-type: none"><li>• Ability to evaluate and provide unique insight and strategic advice on overarching trends, customer behaviour and other cost drivers affecting Lambeth Council</li></ul>
Communications & Influence	<ul style="list-style-type: none"><li>• Ability to engage and gain buy-in through their communication style and approach. Understands and anticipate their audience's position or response and adapts their message in order to gain their commitment</li></ul>

Leadership	<ul style="list-style-type: none"> <li>Ability to engage and lead others and develop colleagues. A focus on developing employees, coaching, and mentoring</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>Ability to be accountable for the achieving the OD and Learning goals and holding teams accountable for their objectives</li> </ul>
Collaborative	<ul style="list-style-type: none"> <li>Ability to embed a culture of working with others and build relationships with colleagues in similar positions across the business</li> </ul>
Equality, Diversity & Inclusion	<ul style="list-style-type: none"> <li>Ability to create an equal and inclusive work environment both inside and outside of HR; advocate and support HR and the wider organisation to implement EDI best practice using an evidenced based approach</li> </ul>

**Attributes**

**Criteria**

**Experience:**

- Proven experience of managing multi-disciplinary / multi-agency teams and projects across these teams to achieve organisational goals
- Excellence in team management and service delivery including the ability to manage directorate relationships
- Experience of working in partnership with Senior Managers, aligning OD to business needs and providing clear, balanced advice and guidance on HR issues
- Proven ability to lead and influence policy and behavioural change at a senior level through stakeholder relationships and leadership capability
- Experience of achieving outcomes through the application of high-level professional expertise

**Qualifications:**

Desirable

- A graduate membership of an appropriate professional body e.g. CIPD, or
- Qualified to administer at least one psychometric instrument or willingness to study towards an appropriate qualification