PERSON SPECIFICATION

Organisation Development (OD) Manager

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

Qualifications and training

Method of Assessment – D, I

Essential:

- A relevant degree or professional qualification in Organisational Development, Human Resources or a related field (or equivalent demonstrable experience).
- Evidence of ongoing Continuous Professional Development.

Desirable:

- Post graduate qualification in a relevant subject
- Membership of an appropriate professional body i.e. CIPD
- Membership of a Coaching Body with appropriate accredited training.

Experience and knowledge

Method of Assessment – S, I, P, T, D

Essential:

- Extensive experience in a senior leadership role within OD, L&D or HR, with a proven track record of delivering strategic initiatives and cultural change.
- Extensive experience of operating at a senior strategic level within a large, complex large organisation, advising and influencing senior leadership.
- A strong track record of leading and delivering organisation wide OD/cultural change programmes within complex, fast paced and changing environments.

- Experience in managing large-scale transformation projects, with a focus on organisational design, development, and learning.
- A deep understanding of OD, workforce planning and public sector transformation, with a clear focus on value for money and measurable impact.
- Experience of managing significant budgets and delivering corporate level value.

Desirable:

- Experience of working effectively with members and demonstrating sound understanding of political environment in which the service operates.
- Experience of developing and leading both dispersed and integrated teams of staff with related roles, knowledge and experience to deliver against a common goal.

Specialist skills and abilities

Method of Assessment – S, I, P, T, D

Essential:

- Ability to set and shape organisation strategy using complex internal and external intelligence.
- Exceptional ability to lead large-scale transformation and system wide change.
- Strong analytical skills, with the ability to use data and insights to inform strategic decisions and interventions.
- Advanced political awareness and ability to operate in a highly complex governance environment.
- Ability to influence at the most senior level, internally and externally.
- Capability to manage complexity, risk and ambiguity at a corporate level.
- Experience in managing large corporate budgets and developing business cases, demonstrating efficient use of resources and achieving savings.
- Proven experience of using a range of OD diagnostic and psychometric tools (e.g. 360 feedback, DISC, McKinsey 7S) to inform organisational and leadership interventions.
- Proven experience of delivering training and development on an income generating basis.
- Experience of public sector procurement processes and contract and financial procedure rules.

Personal skills and attributes

Method of Assessment – I, P

Essential:

- Visionary leadership style with the ability to inspire organisation wide change.
- Strong corporate leadership presence, interpersonal skills, credibility and influence.
- Ability to operate in a highly complex, high risk and politically sensitive environment.
- Resilient, strategic thinker with strong decision-making capability at a corporate level.
- Excellent communication and stakeholder engagement skills, with the ability to build strong relationships and influence at all levels.
- The ability to operate effectively in ambiguity, demonstrating resilient and confident leadership behaviours.
- Strong written, verbal and presentation skills, capable of communicating complex messages clearly to diverse audiences.
- Outstanding organisational and planning skills, with the ability to manage competing priorities while maintaining a strong customer and stakeholder focus.
- A collaborative and inclusive approach, working effectively across teams, disciplines and organisational boundaries to achieve shared outcomes.
- A commitment to personal and ongoing professional development.
- Be able to work with tact, flare and sensitivity within a political environment.
- Commitment to the council's values and the delivery of corporate priorities.

Decision making impact and innovation

Method of Assessment – I, D

Essential:

- Proven ability to lead decisions with organisation wide impact on performance, sustainability and reputation.
- Ability to create and implement innovative, high impact strategies affecting the long term future of the council.
- Ability to inspire teams across an organisation, driving the design, development and delivery of strategic initiatives and cultural change.
- Strong strategic planning skills, with the ability to align organisational design and development with broader organisational goals.

Special working conditions

Method of Assessment – I

Essential:

- Ability to work from home on a regular basis, with the requirement to attend your primary work base as and when required.
- During a Pandemic, Epidemic or Major Incident or Emergency you may be asked to work from home or other location and on occasion to undertake duties that are not stated in your Job Description or Person Specification where there is a skill, competency, and