JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Organisation Development Manager
- Post Number: P27953
- Grade and SCP: Band 15, SCP 49 - 53
- Directorate: People & Culture

Where your role fits at Shropshire Council

At Shropshire Council we are rightly proud of our achievements, and we have proven to be a resilient local authority in our response to the many challenges we overcome, particularly over recent years. We will be continuing this momentum with ambition and a focus on delivering our four key priorities outlined within the Improvement Plan and People Plan.

We are committed to achieving this by aligning everything we do to our vision 'Shropshire - living the best life'; to tell everyone that Shropshire Council is a great place to be.

We will enable a skilled, happy, healthy, diverse, inclusive, empowered, and proud workforce that influences and leads change, addressing any inequalities.

As the strategic lead officer for Organisation Development within the People & Culture Directorate, you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

Overview of your role

- The role will lead the strategic and professional development and implementation of the council's corporate Organisational Development (OD) function which includes:

  -Organisation Development
  -Learning & Development
  -Wellbeing
  -Equalities (organisational policy, practice and culture)

- As strategic lead officer for Organisation Development you will be responsible for translating the council's strategic direction and policies into effective service delivery and impact across the organisation.

- This role is pivotal in leading the delivery of the People Plan 2025-2030 ensuring the design and delivery of programmes and initiatives to enable the organisation to become modern, efficient, effective, and sustainable. This is a critical part of the Council's overall Improvement Plan.

- Reporting directly to the Director of People & Culture you will provide innovative strategic thinking and leadership to the People Plan and the OD function and ensure that it is efficient, effective and delivers high impact, value for money and return on investment. You will drive change across the organisation in order that we become the Council we need to be, to meet the challenges of the future and the delivery of the Corporate Plan.
- You will oversee professional practice for people and organisational improvement, supporting services to effectively serve residents, communities, and businesses. Your role includes developing and implementing effective strategies, policies, and procedures to ensure a skilled, engaged workforce and an inclusive, supportive learning culture.
- This role requires collaborative working with internal teams e.g HR, communications, IT, and customer service, as well as external partners such as Shropshire Safeguarding Communities Partnership (SSCP), Integrated Care Board (ICB), the Voluntary and Communities Sector (VCS), Schools and Colleges to design, develop and deliver initiatives efficiently and effectively.

Key Responsibilities:

1. **Strategic Leadership:**

- Lead the design, development and delivery of programmes and initiatives within the People Plan 2025-2030, ensuring alignment with the Improvement and Corporate Plans.
- Shape organisation wide policy, strategy and transformation priorities using insight from internal and external environments.
- Review of all learning and development across the council to align to the operating model and create a community of practice.
- Provide direction and leadership to the teams, fostering a culture of collaboration, innovation, and continuous improvement.
- Develop and implement cultural change programmes, embedding the PROUD values and fostering a resilient and adaptable workforce.
- Responsible for the delivery of wellbeing initiatives across the organisation.
- Work collaboratively with the Strategy & Change function to ensure equality, diversity, inclusion and equity considerations are integrated into strategic planning, policy development and transformation activity, with a focus on understanding and improving outcomes for diverse communities.

Learning & Development:

- Create a consistent and efficient approach to learning and development across the organisation.
- Develop and deliver a comprehensive corporate L&D strategy that supports the People Plan priorities, including maximising the use of apprenticeships, leadership development, skills enhancement, and performance management.
- Working closely with colleagues in Legal & Governance to co-design, develop and deliver a comprehensive L&D offer for members.
- Lead the provision of external training to partners and customers generating income for the organisation.
- Lead the implementation of an updated Learning Management System gaining buy in from stakeholders and maximising the use across all areas.

Collaboration & Stakeholder Engagement:

- Advise and influence the Chief Executive, Leadership Board, Senior Officers and Members on strategic direction for organisation development.
- Engage with key stakeholders, including council members, front-line staff, senior leadership forum, customers, and partners, to co-create solutions and ensure alignment with organisational goals.
- Foster strong relationships with internal and external partners, promoting a one-system approach and collaborative working.
- Leading on engagement activity to support the design, development and delivery of programmes and activity aligned to the People Plan.
- Represent the Council at a regional and national level on OD initiatives.
- Influence the wider system in relation to skills, OD and transformation.

Performance & Accountability:

- Develop and embed a clear performance framework, aligned to the organisations values, principles and behaviours and competency framework.

- Establish clear metrics and Objectives and Key Performance Indicators (KPI's) to measure the success of OD initiatives, ensuring accountability and continuous improvement.
- Monitor and report on the performance of OD functions, providing regular updates to the Leadership Board and other stakeholders.

- Ensure the function operates as a strategic corporate enabler, not a service support function.

Financial and Resource Management:

- Directly manage budgets of approximately £1.1m, ensuring efficient use of resources and achieving the identified savings and efficiencies.
- Responsible for ensuring investment in corporate OD related budgets meets organisation needs and transformation priorities.
- Develop business cases for OD initiatives, demonstrating return on investment and value for money, with organisation wide high impact.
- Work with partners to secure external resources and capacity to benefit the system.
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People Management

- Responsibility for a team of approximately 20-30 people, with line management responsibility of up to 6 direct reports.
- Responsible for developing a business case for developing/enhancing the OD function to meet the needs of the organisation over the next 2-3 years.
- You will be responsible for providing direction to people beyond your direct management across the Council, directing programme development and delivery, driven by and aligned to the People Plan.

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,

- meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Expected to undertake all relevant training requirements specifically to the role including formal Hearing / Investigating Officer training relating to Disciplinary / Grievance policies and procedures.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

Your primary work base will be at Guildhall, Shrewsbury with the requirement to regularly work from home.

Your post is subject to the following:

- The post is Fixed Term for 12 months, for 37 hours per week,
- Normal office hours are 7am – 7pm Monday - Friday and 8am -1pm Saturday with a minimum lunch break of 30 minutes. Occasional evening/night/weekend work may be required,
- The post is subject to the Council's annualised hours scheme as implemented within the specific work area.

This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.

Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days). Two days of an employee's allowance (pro rota for part time staff) must be taken at Christmas for any

potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rota) can be carried over into your next leave year but must be used by the end of March.

The appointment is subject to three months' notice in writing on either side.

The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 55 pence per mile.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,