

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Organisational Development (OD) & Engagement Business Partner
Service Area / Team	HR Services / Organisational Development
Reports to	OD Manager
Post Number	TBC
Grade & Annual Salary	Grade H
Politically Restricted Post	No
DBS Requirement	Standard

JOB PURPOSE
<ul style="list-style-type: none"> Driving organisational effectiveness through people and culture development, and change management across East Kent authorities (Folkestone & Hythe District Council (FHDC), Canterbury City Council (CCC), Thanet District Council (TDC) and Dover District Council (DDC)). To be the lead officer on delivering apprenticeships across East Kent authorities.

MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/ monthly/annually etc)
Provide line management to the OD and Engagement Assistant to ensure delivery of the OD strategy, including the identification of learning and development needs, work objectives and performance management. Provide support to the OD and Engagement Officers, including subject-matter expertise and coaching on internal communications, deputising for the OD Manager (0.7FTE) when required.	Ongoing
Responsible for defining our approach to apprenticeship delivery, working with other local authorities to define the business needs and designing and delivering 1-2 year apprenticeships (with support from the wider team).	Ongoing
Responsible for ensuring apprenticeships and associated qualifications meet the ESFA, ILM and City and Guilds standards,	Ongoing

and that the organisation is prepared for Ofsted inspections at any point.	
Ensure that the Council maintains its accreditation with ILM, running courses internally and externally in accordance with identified strategic objectives, marking academic submissions at Level 3 and 5 (and potentially Level 7), providing written reports to senior stakeholders and ensuring appropriate academic policies and procedures are in place, particularly in line with Ofsted requirements.	Ongoing
Assist with the commercialisation strategy within OD at FHDC: defining product offers to other organisations; setting pricing strategies; client management (senior stakeholders within partner organisations).	Ongoing
Ensure appropriate stakeholder management: liaising with and engaging with senior internal and external stakeholders (Chief Executives, Directors, Heads of Service, Ofsted inspectors, ILM External Verifiers, and Professors at local Universities).	Ongoing
Development of Intellectual Property and training material (including degree and post-graduate level) including: ESFA Apprenticeships; Institute of Leadership and Management (ILM) course content; short course content; management development programme and content.	As required
Identify strategic opportunities that support the delivery of the FHDC corporate plan. Work with the OD Manager to define FHDC's OD and Engagement strategy and approach.	As required
Be the lead OD contact for Thanet District Council, working with their HR BP to define OD strategy and delivery options. Delivering OD work (with support from the team) where appropriate, and reporting to the HR BP, Head of HR at EKHR and Chief Executive at TDC where appropriate.	Ongoing
Be the lead OD contact for Canterbury City Council, working with their HR BP to define OD strategy and delivery options. Delivering OD work (with support from the team) where appropriate, and reporting to the HR BP, Head of HR at EKHR and Chief Executive at CCC where appropriate.	Ongoing
Write reports for the Corporate Leadership Teams (various local authorities) and FHDC's Personnel Committee on Organisational Development and Engagement activities, recommending actions based on research and analysis.	As required
Provide consultancy and advice to senior leaders: for example, supporting Chief Executives with the OD and change elements of	Daily

strategic projects; working with Heads of Service/ Assistant Directors to develop strategic away days for their teams; planning actions to enhance employee engagement; and succession planning. Both within FHDC and with client organisations.	
Set the change management strategy for change projects as requested by senior officers, advise managers and leaders about change management practices and implement / deliver initiatives as appropriate (Change Readiness Assessments, facilitated sessions for groups and identified training requirements).	As required
Provide support and guidance to Councillors in terms of their own individual development and, with group leaders, the development of their group.	As required
Lead or contribute to wider corporate projects as an Organisational Development specialist as requested by the OD Manager, Head of HR or Corporate Leadership Team.	As required
Contract with expert external suppliers to deliver specific training in accordance with the planned OD strategy.	As required
Provide coaching and advice to managers to support them with specific management issues.	As required
Identify, design and deliver appropriate training and development interventions at all levels of the organisation and to external clients.	Ongoing
Ensure development initiatives are evaluated and the subsequent evaluation information is reviewed, feeding into continuous improvement.	Ongoing
Ensure that annual staff engagement surveys and subsequent reports / feedback / action plans are completed, acted upon and monitored.	Annually
To oversee the delivery of mandatory training and e-learning, including Health and Safety, Equality and Diversity, Prevent and Safeguarding training.	Ongoing

CORPORATE RESPONSIBILITIES

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the

Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
<ul style="list-style-type: none"> To actively demonstrate the values and behaviours of the council.
<ul style="list-style-type: none"> To ensure our customers are valued by taking into account their views and needs in all that we do.
<ul style="list-style-type: none"> To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
<ul style="list-style-type: none"> To communicate openly and honestly with colleagues, members and customers.
<ul style="list-style-type: none"> To undergo any training necessary to be able to fulfil the requirements of the job.
<ul style="list-style-type: none"> To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

ADDITIONAL INFORMATION	
Responsibility for Staff (direct reports)	0.6 FTE: OD and Engagement Assistant
Responsibility for Staff (indirect reports)	n/a
Financial / Budgetary Accountability <ul style="list-style-type: none"> Overall Accountability/control (£ value) Directly Managed (£ value) Income Generation (£ value) 	£0
Responsibility for Physical Resources <ul style="list-style-type: none"> Vehicles / Equipment / Tools Information Systems Buildings / External Locations Maintenance Stocks / Supplies / Procurement 	<p>The post holder is responsible for their laptop and mobile phone.</p> <p>The post holder is responsible for procuring OD resources (e.g Myers Briggs Type Indicator (MBTI) materials) and external suppliers.</p> <p>The post holder is responsible for the integrity HR shared area on the network – which contains highly sensitive and confidential data relating to officers, ex-employees and elected members of the council.</p>

Responsibility for Service Contracts	<p>E-learning contract - c£3,000 pa on an ongoing basis.</p> <p>ILM Approved Centre Contract – minimum spend of £500 per annum (but we usually spend more than that).</p> <p>External supplier contracts (on an ad hoc basis)</p>
---	---

The key decision making areas in the role
<ul style="list-style-type: none"> • The post holder makes decisions and recommendations on the OD activity the organisation undertakes that have a significant bearing on management decision making and the wider staff. • The post holder will oversee the competence of staff within the OD team including recruitment of team members. • The post holder will actively seek and then recommend to senior managers identified opportunities for commercialisation of the organisational development functions. • The post holder actively researches and recommends ways in which staff can be recognised for their performance and advises senior management and cabinet of their recommendations for approval. • The post holder researches and analyses potential impact of the apprenticeship levy and advises senior stakeholders of appropriate options and actions. • The post holder makes decisions and recommendations on the OD activity the organisation undertakes. • As an ILM tutor, the post holder makes decisions around course content, delivery styles and the passing or referral of candidate work.

The wider context of the role
<ul style="list-style-type: none"> • 390 employees and 30 councillors at FHDC
<ul style="list-style-type: none"> • Long-term contribution to enabling the Council to deliver its Corporate Plan through strategic influencing and driving the OD strategy.
<ul style="list-style-type: none"> • Identification and delivery of commercial opportunities to generate income for FHDC. Exploration of strategic initiatives (e.g shared OD service, partnership working on apprenticeships) to drive efficiencies and enhanced performance in councils across East Kent.
<ul style="list-style-type: none"> • Customer-facing to senior staff at other local authorities, including Chief Executives. Managing the reputation of FHDC externally.

NATURE OF CONTACTS	
Internal	<ul style="list-style-type: none"> • Employees • Managers • Heads of Service • Corporate Management Team • Elected Members
External	<ul style="list-style-type: none"> • Chief Executive, Directors and Heads of Service of other local authorities • External trainers/ coaches/ consultants • East Kent HR (EKHR) • South East Employers Regional Association • Chartered Institute of Personnel and Development (CIPD) • Local Government Association (LGA) • Members of the Public • Institute of Leadership and Management (ILM)

Progression in Role
<ul style="list-style-type: none"> • Starting – the required related knowledge / skills / qualifications and experience required at selection <p>The post holder will be expected to have a minimum of several years' recent and relevant experience working at an operational level advising senior managers in a multi-functional organisation on relevant organisational development activities. Experience of working at a strategic level would be desirable.</p> <p>Chartered Membership of the CIPD is essential, along with a Masters level qualification in HR/ Organisational Development/ Organisational Psychology (or similar).</p> <p>A good basic education at GCSE level (or equivalent) including Maths and English and competency in Microsoft Office standard packages is also essential.</p> <p>Previous experience of procuring OD services will be key to this role along with a demonstrable commercial acumen to assist in driving the external delivery of OD to other authorities / businesses.</p> <p>Previous experience of change management and innovative approaches to OD delivery are essential.</p>
<ul style="list-style-type: none"> • Induction – what initial induction / training is required to become proficient in this role? <p>During the first few weeks of employment the post holder will be expected to follow the basic corporate induction framework, attend the next available formal corporate induction session and complete any departmental induction requirements.</p>

In addition, the post holder will need to understand the political context of both FHDC and client organisations, learn about the organisation's main functions, hierarchy and understand the current organisational culture and activity in own and client organisations. Building working relationships with external partners, managers and staff will also be a key priority.

• **Proficient – how would this be displayed in the role?**

The post holder will be carrying out their day to day tasks with minimal supervision, meeting with managers as and when required to provide support and guidance across the range of OD activities, using their knowledge and experience to provide bespoke interventions to assist development.

In addition, the post holder will be leading on the delivery of apprenticeships across East Kent authorities.

External relationships will be firmly established with stakeholders in neighbouring authorities to enable delivery of apprenticeship programmes and a variety of OD interventions.

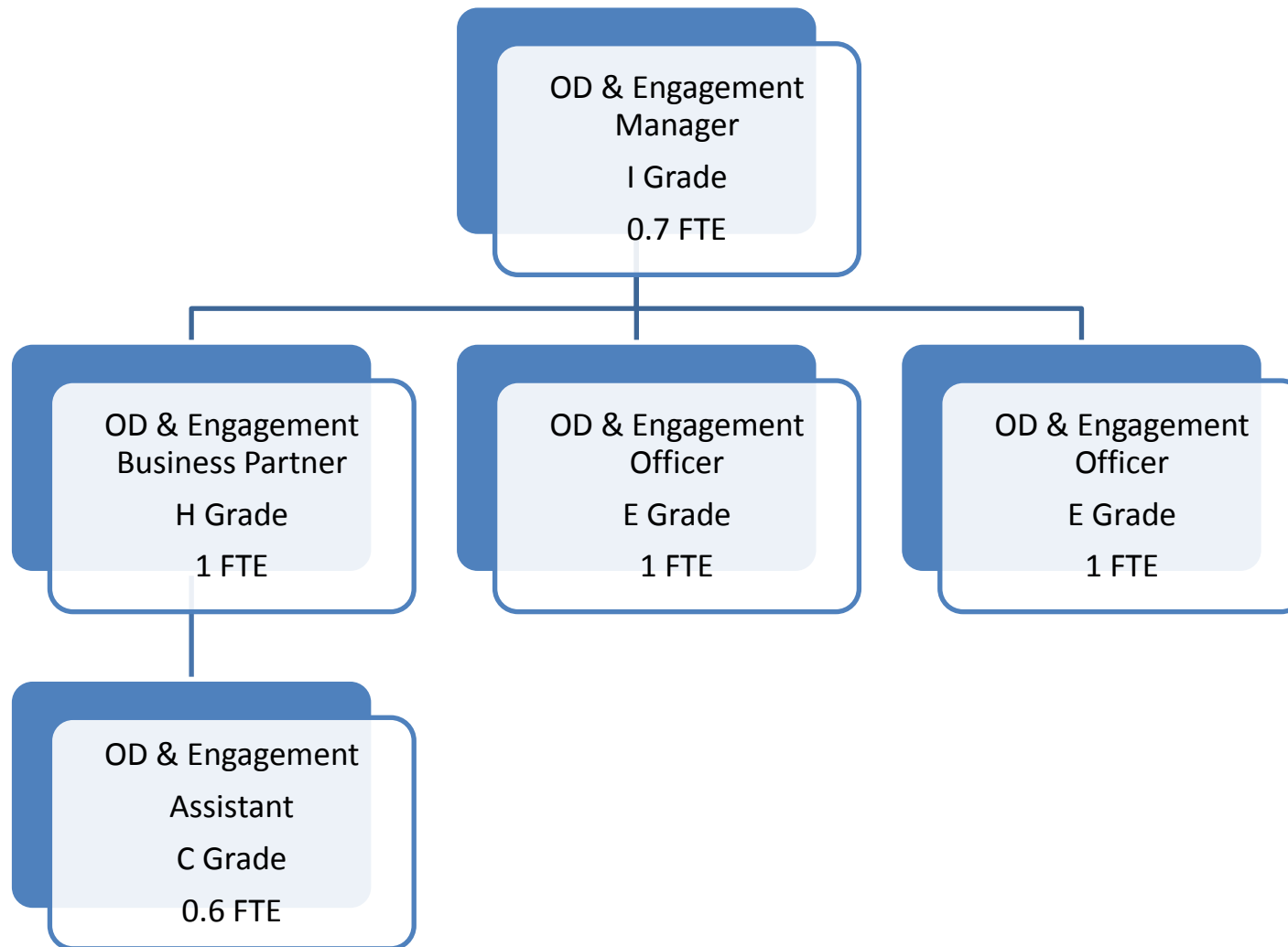
• **Advanced – what additional characteristics will be displayed?**

In addition to the activities mentioned above, the post holder will identify additional opportunities to maximise the external delivery of OD courses in the district and to other authorities.

Where appropriate, the post holder will attend committee meetings with the Head of HR to present relevant items / updates on OD activities.

The post holder will also input into any organisational change activities across the authority.

Organisation Chart



Folkestone & Hythe District Council Person Specification

Post Title: Organisational Development & Engagement Business Partner

Important Information for Applicants:				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> ▪ Masters level qualification in HR, Organisational Development, Organisational Psychology or similar ▪ CIPD qualification in a relevant subject ▪ Grade A – C Maths and English GCSE, Level 2 literacy and numeracy (or equivalents) or recent and relevant experience that demonstrates proficiency in English and Maths. 	✓ ✓ ✓		
	Desirable <ul style="list-style-type: none"> ▪ Management qualification equivalent to NVQ Level 4 or above ▪ Coaching qualification 	✓ ✓		
Experience and Knowledge	Essential <ul style="list-style-type: none"> ▪ Previous experience of delivering management development ▪ Demonstrable experience of working at an operational level advising senior managers in a multi-functional organisation on relevant organisational development activities. ▪ Previous experience of procuring OD services ▪ Demonstrable commercial acumen to assist in driving the external delivery of OD to other authorities / businesses. ▪ Previous experience of change management ▪ Demonstrable knowledge of innovative approaches to OD delivery ▪ Detailed knowledge and understanding of OD strategies and solutions 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓	

	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills with the ability to operate and build excellent working relationships at all levels ▪ Ability to use a wide range of people management interventions including training, coaching and mentoring 		✓	
	Desirable <ul style="list-style-type: none"> ▪ 			