



**Job Title: Organisation and Workforce Development (OWD) Adviser**

Attributes	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Significant experience of supporting the delivery of projects and strategies covering a broad range of people-related issues, encompassing OD, HR and learning and development.</li> <li>▪ Strong project management skills, with a demonstrable track record of successful delivery.</li> <li>▪ Experience of designing, commissioning, procuring, delivering and evaluating high quality learning and development activities</li> <li>▪ Workload planning and prioritisation.</li> <li>▪ Experience of producing performance reports and contributing to the development of performance metrics.</li> <li>▪ Experience of working in partnership with Trade Unions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Line management experience.</li> <li>▪ An understanding of, or evidence of adaptability to, central and local government, its environment and people management.</li> <li>▪ Experience of leading on the delivery of key OD/HR/ED projects.</li> </ul>
<b>Education, Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level or equivalent.</li> <li>▪ CIPD qualified.</li> <li>▪ Commitment to own CPD.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualified in BPS Level 1 and 2 Occupational Testing.</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Understanding of key external developments and trends in OD/HR/L&amp;D and the opportunities these offer to the organisation.</li> <li>▪ Good knowledge and understanding of employment legislation and HR best practice with ability to develop HR policies and procedures.</li> <li>▪ Ability to provide positive and constructive challenge.</li> <li>▪ Excellent communicator and influencer, both verbally and in written form.</li> <li>▪ Ability to translate plans into action.</li> <li>▪ Commitment to Equality and Diversity issues.</li> <li>▪ IT literate, using the most effective methods to communicate and manage information.</li> <li>▪ Strong analytical skills, with the ability to interpret and distil key themes from a broad range of complex information.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrate understanding of the social and health care agenda.</li> <li>▪ Understanding of corporate governance.</li> <li>▪ Ability to coach colleagues to become more effective in meeting organisational requirements.</li> </ul>

Key Performance Outcomes	Essential	Desirable
<b>Effective Communication</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate clear and concise verbal and written communication skills.</li> <li>▪ Ability to select appropriate communication style and methods depending on the needs and abilities of the audience.</li> <li>▪ Listens actively and questions to check understanding.</li> </ul>	
<b>Team Working</b>	<ul style="list-style-type: none"> <li>▪ Ability to contribute to and support the work and decisions of the team.</li> <li>▪ Ability to work co-operatively and supportively with others.</li> <li>▪ Values and makes use of skills, knowledge and experience of others.</li> </ul>	
<b>Improvement Focus</b>	<ul style="list-style-type: none"> <li>▪ Contributes to the development of new ideas, policies &amp; procedures where appropriate.</li> <li>▪ Aware of trends and changes in processes and procedures and keeps own knowledge and skills up to date.</li> <li>▪ Seeks opportunities for learning and personal development.</li> </ul>	
<b>Personal Accountability &amp; Responsibility</b>	<ul style="list-style-type: none"> <li>▪ Maintains a high standard of work, ensuring attention to detail, actively seeking out continuous improvement.</li> <li>▪ Demonstrates initiative within own area of expertise.</li> <li>▪ Takes responsibility for own actions and decisions.</li> </ul>	
<b>Working in Partnership</b>	<ul style="list-style-type: none"> <li>▪ Openly shares information as and when appropriate, maintaining confidentiality as appropriate.</li> <li>▪ Respects others, recognises and values differences &amp; diversity.</li> <li>▪ Keeps others information of progress of work plan, targets, etc.</li> </ul>	

**Please note – these are key performance outcomes to be used to recruit into the role. Successful applicants will be assessed against all the performance indicators used in the Performance Development Review System once established in the role.**