

## Job Description

**POST TITLE:** Organisational Development Lead (Maternity Cover)

**DIRECTORATE:** Finance and Corporate Resources

**SERVICE:** Organisational Development

**GRADE:** PO8

**LOCATION:** Hackney Service Centre

**RESPONSIBLE TO:** Head of OD

**RESPONSIBLE FOR:** Learning Consultant and OD Project Lead

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Hackney is one of the UK's most diverse and highest-performing local authorities, serving one of London's best places to live and work.

Our staff are what makes Hackney Council great and we thrive on challenge and change. In Hackney, we are: Open; Inclusive; Ambitious; Pioneering; Proactive, and Proud of Hackney, of each other, of what we do, and of the Council.

Our Team of HR Specialists is focused on supporting Hackney's mission to make Hackney a place for everyone, where all our residents, whatever their background, have a chance to lead healthy and successful lives; a place where everyone can be proud, with excellent services, thriving businesses, and outstanding public spaces; a place where everyone feels valued and can make their voice heard.

***NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.***

## **PURPOSE OF THE JOB:**

- To demonstrate the Council's commitment to its employees, in line with Hackney's values, creating a culture where everyone feels they belong and can thrive and establishing Hackney as an employer of choice.
- To improve organisational capability and preparedness to deliver and embed a high-performance and customer-focused workforce that meets the needs of the organisation now and in the future.
- This role plays a key part in ensuring the organisation is well prepared to proactively deal with change (from both internal and external sources) and best placed to respond quickly and appropriately to any matters and issues arising through the provision and review of enabling programmes of work that balance risk and outcomes.
- Working closely with The Head of OD, Strategic Workforce and Inclusion, to research and produce compelling business cases to present at governance committees to pass secure approval for change projects (e.g. around policy change, allowing some training to be determined as being mandatory).
- To provide a business partnering type role for the Hackney Education team, being the main point of contact and OD representative to them providing bespoke support to the department as required.
- As OD HRBP, you will be required to hold regular one-to-one meetings with the Director of Hackney Education, attend the Hackney Education Senior Leadership Group meetings and design and facilitate the Wider Leadership Group away days.

## **MAIN AREAS OF RESPONSIBILITY:**

### **Organisational and Strategic Development:**

You will do this through leading on or supporting projects to include:

- Guiding the Learning Consultant to review our Learning and Development offer with the aim of improving efficiency, uptake, accessibility, and impact
- Guiding the Learning Consultant to develop an innovative, sector-leading management development approach
- Evaluating and improving our performance management approach, with the aim of improving efficiency, uptake, accessibility, and impact
- Overseeing our Apprenticeships Officer to launch a skills gap audit
- Working in partnership with the Workforce EDI Officer to design and evaluate a bespoke behaviour framework
- Working in partnership with the Workforce EDI Officer to design and launch a Network of Networks, which aims to bring together Hackney's rich equality networks, amplifying their voices and improving recognition for the contributions they make.

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### **Professional Advice and Programme Management:**

- Provide line management to the OD Projects lead and Learning Consultant, as well as any temporary OD resources.
- Providing coaching and facilitation to senior stakeholders across the organisations to help ensure effective change management.
- Maintaining a single view of training and capability activity across the wider organisation aligned to the Council's vision and priorities.
- Providing expert OD advice to Council colleagues and traded partners.
- Providing expert people management advice to Council colleagues and traded partners
- As the OD Lead, you will be required to quickly build effective relationships with colleagues around the Council to become a trusted influencer and to seek support and advice as needed.

### **Communication & Engagement:**

- To represent the OD service, maintaining strong working relationships with senior management and key stakeholders across the organisation, particularly those in the Department for Education, and partners with visibility, actively listening to their views and responding with advice and expertise on existing practice and the latest thinking to inform and influence all stakeholders and enhance their engagement in the organisational and workforce development strategy.
- Actively engage with management, trade unions, employees, staff networks, and partners to understand and inform development needs, cocreating interventions and promoting a culture of cooperation and joint working, role modelling behaviour, and organisational values.
- Be an OD business partner to the Hackney Education department, working with them to ensure that their OD needs are understood and met, attending Hackney Education leadership meetings, and supporting away days and bespoke requests as required.

### **Resource Management:**

- Manage, supervise, and enthuse your direct reports, working with colleagues to define outcomes, set targets and monitor performance, ensuring that all individuals are supported in their professional development, and are fully aware of and

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equipped to optimally deliver service expectations. Dealing with weak/poor performance where necessary.

**Corporate Accountabilities:**

- All employees of the Council should undertake and conduct their work with due regard to the corporate values and responsibilities. These include responsibilities for outcomes regarding Equality Diversity and Inclusion; Conduct & Behaviour; Health & Safety; Data Protection; Safeguarding; and Customer Care.

**OTHER DUTIES AND RESPONSIBILITIES:**

**Flexibility:**

- The key responsibilities and duties of the role are neither exclusive nor exhaustive. All workers are expected to operate flexibly to support the delivery of services and from time to time will be required to undertake responsibilities outside the normal remit of role description as required, which are broadly commensurate with the job level and scope of competence.

**Working Pattern and Travel:**

- The role may occasionally be required to work irregular working patterns (with reasonable notice) in order to attend certain events and member meetings. The post holder should be able and willing to work flexibly during these periods.

**Person Specification**

<b>Requirement</b>
Candidates/post holders will be expected to demonstrate the following:-
<b>Education</b>

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No mandatory qualifications are required:

- A detailed understanding of organisational development practices that may be evidenced by being a Chartered Member of the Chartered Institute of Personnel and Development (CIPD), equivalent qualification, and/or evidence of equivalent knowledge and experience.

### **Experience**

Experience in successfully designing and delivering a range of Organisational Development services at both strategic and operational levels, understanding the business and implications involved, and then providing practical OD support.

Experience in advising and supporting all levels of managers and staff on organisational development activity, learning & development, and employee engagement.

Experience in benchmarking and analysis of information including data trends to influence business decisions, and presenting insights to senior audiences.

Experience in managing a team of HR professionals, developing individual team members, and supporting their productivity.

### **Knowledge**

In-depth understanding of people management and organisational development the underlying principles and practice.

Knowledge of OD and L&D techniques, with an understanding of key trends in the professional area and interpreting the organisational situation to determine which approaches are relevant to adopt and how to adapt these to best support the business to achieve its aims and deliver services.

Understanding of the Political sensitivity, confidentiality, and other considerations of working within a large and complex public sector/organisation and working with elected members on organisational issues.

Forward-thinking, innovative, and creative, prepared to consider different approaches; solution-focused.

### **Skills and Abilities**

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Ability to advise, guide, and influence various stakeholders to maximise effective and efficient performance, and to support the delivery of outcomes.
Strong analytical skills - able to analyse problems and interpret data and intelligence to influence decisions and determine appropriate ways forward on OD-related issues.
Advanced written & verbal communication skills including the ability to produce clear and concise papers, to present reports, and to brief/train stakeholders at all levels including customers and Elected Members.
Strong negotiation and influencing skills with the ability to engage and work collaboratively with managers, elected members, trade unions, employee groups; external stakeholders/partners, and providers.
Able to develop strong partnerships with external networks and organisations to improve knowledge, and support forward-thinking, creative improvement, and innovation to enable positive change.
Ability to effectively apply performance management frameworks and service level agreements across the service area(s).
Ability to inspire and motivate team members to develop and provide high-quality services.
Able to work flexibly and adapt quickly to changing circumstances.
Ability to work on sensitive matters and to exercise tact and discretion when dealing with matters of a confidential or sensitive nature.

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