

Job description

Job title:	Organisational Development Lead
Grade:	Level 1 (a) post: Grade 12 Level 2 (b) post: Grade 13
Job evaluation reference:	HR057a/b
Job family:	Human Resources

***Generic role description lead roles will change to respond to organisational priorities**

Purpose and impact

Working in partnership with other Organisational Development (OD) service leads, managers, teams and employees, help to create the best conditions to enable the council to be an attractive employer externally, a great place to work and a high performing organisation. The overall scope and contribution of the Organisational Development (OD) Lead role to achieve this aim is:

- Alongside other service leads (e.g. wellbeing, learning & development, work-based learning) develop and embed a joined up and integrated organisational development offer and ways of working which are visible and impactful across the council.
- Provide strategic OD consultancy including expert OD input and facilitation to enable leaders/teams to deliver at their best and change to be embedded in a sustainable way.
- Plan, lead and provide OD support to programmes and initiatives which focus on building capacity and capability across the system whilst enhancing service delivery and organisational effectiveness.
- Design, support and facilitate the delivery of workstreams and/or interventions which enable cultural adaptation and growth through improving employee experience and developing leadership capability.

The role operates in a matrix environment, often leading and contributing to project deliverables across various teams and strategies.

Key responsibilities

- Responsibility for designing, shaping, leading, and assessing the impact of key work streams or whole organisation interventions aligned to strategic plans e.g., employee experience, employee engagement & cultural growth.
- Utilise a range of diagnostic and dialogic OD tools and processes, including large and small-scale events and focus groups, to help grow organisational capacity and capability to achieve strategic ambitions in a sustainable way.
- Work alongside colleagues in transformation, human resources and communications to provide specialist OD support to complex and/or systemic change with a focus on aligning

people, structure, and culture to the strategic direction in an inclusive, participative and sustainable way.

- Work collaboratively with colleagues in communications & engagement and other stakeholders to co-create effective and impactful approaches to employee engagement including employee surveys, focus groups and engagement events.
- Work alongside leaders to help positively mobilise people during change, supporting experimentation, learning and self-organising as part of both planned and/or emergent complex change.
- Grow the capability of leaders to create the conditions in which individual and team performance is enhanced and enable initiatives to support continuous improvement through coaching, developing and facilitating interventions.
- Work with key stakeholders and provide the OD expertise to lead the ongoing development and embedding of our vision, values, behaviours into organisational ways of working to enable cultural adaptation and growth.
- Identify, analyse and present a range of data, evidence and insights which enable leaders to understand the health of their team, service or organisation and take action accordingly.
- Build positive collaborative relationships and networks within and outside of the organisation and build increasing employee collaboration and co-operation as a norm into the scope of all OD interventions.
- Lead the evaluation, reporting and communication of progress against agreed targets, plans and measures within areas of responsibility.
- Prepare and deliver a range of reports, updates, and presentations, on behalf of the OD service, to internal and external stakeholders including senior and extended leadership teams.
- Keep up to date with the latest OD tools, frameworks, and theories to ensure that our OD offer and practice is modern, evidence based and impactful.

Progression to Level 2 is based on a suitable post within the staffing structure and demonstration of the full criteria outlined in the person specification and job description.

At Level 2: in addition to the above, the OD Lead (Leadership & Change) will also:

- Lead and co-ordinate the ongoing development and delivery of a joined up and integrated OD approach to developing leadership capacity and capability across the organisation. This includes leading the National Graduate Development Programme (NGDP) and undertaking line management and development of the NGDP graduates.
- Commissioning, coordinating, and retaining oversight of specialist OD consultancy support (delivered through OD leads) provided to complex change interventions.

The duties and responsibilities of the post are not restrictive, and the post holder may be required to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Head of Organisational Development

Responsibility for: OD Consultant and NGDP graduate team

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under ['Working for Dorset Council'](#).

Person specification

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations	
Required by law, and/or essential to the performance of the role	
1.	Educated to degree level or holding an equivalent professional or management qualification or significant professional experience relevant to the designated area of work
Experience	
2.	Broad experience of enabling significant systemic change in a large and complex organisation underpinned by a good understanding of organisational context, readiness and culture
3.	Extensive experience of working alongside managers to create the conditions for complex change through mobilising people whilst supporting experimentation and learning in challenging and complex adaptive environments where there is resistance to change
4.	Experience of developing positive relationships and building credibility and gaining respect from a wide range of stakeholders in a large and complex organisation
5.	Extensive experience of group facilitation and designing and delivering a range of OD interventions at individual, group and organisational levels
6.	Experience of managing competing demands in a busy, complex, and challenging environment
7.	For Level 2 post: Recent experience of line managing and leading a team to achieve results in a fast-paced environment
Skills, abilities & knowledge	
8.	Good understanding of OD and change management theories, principles and tools including complexity theories
9.	Ability to build positive collaborative relationships with stakeholders to ensure that objectives are embedded and delivered across the organisation
10.	Broad understanding and knowledge of OD consultancy and tools and designing interventions with a strong ability to translate into practice at an individual, group and organisational level
11.	Highly skilled at group facilitation and team development based on a good understanding of group dynamics and development
12.	Ability to communicate and work with teams at all levels positively and inclusively
13.	Ability to negotiate with stakeholders on difficult and controversial issues including performance and change, and present complex and sensitive information to individuals and groups
14.	Broad understanding of organisational culture theories and practice
15.	Analytical thinker with the ability to analyse and understand data and evidence quickly as well as undertake collaborative sense making with others
16.	Excellent communication, stakeholder management, interpersonal and influencing skills with people of all levels
17.	For Level 2 post: Ability to lead a team to achieve outcomes in a positive and inclusive manner
Behaviours	
18.	Responsibility
19.	Respect
20.	Recognition
21.	One Team: Collaboration

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations
22. CIPD or OD qualification
23. Qualified mentor or coach e.g. ILM level 5
24. Qualified to undertake team diagnostic tools such as Insights Discovery

Approval			
Manager	Head of Organisational Development	Date	April 2024