Coventry City Council

Job Description and Person Specification

Organisational Development Officer (Talent & Culture)

Job Details	
Grade	GRD6
Service	People & Culture
Location	Friargate
Job Evaluation Code	A6363

About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:
Open and fair: We are open, fair and transparent.
Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.
Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.
Create and innovate: We embrace new ways of working to continuously improve the services we offer.
Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.
Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

To contribute to the design, delivery and evaluation of organisational development, talent and culture initiatives that enhance employee experience, strengthen organisational capability and support an inclusive workplace culture. The postholder will work collaboratively with stakeholders to deliver talent, engagement and culture interventions and contribute to continuous organisational improvement.

Main Duties & Key Accountabilities

Support the design, delivery and evaluation of inclusive talent development programmes, aimed at developing organisational capability and supporting employee career development.
Gather and analyse employee feedback, organisational insight and workforce data, to identify emerging themes and opportunities for organisational improvement.
Support the development of a coaching culture through the delivery of coaching-style interventions, reflective practice activities, mentoring programmes and capability-building resources.
Design and facilitate workshops, team development activities, reflective learning sessions and engagement events that support organisational development, learning and continuous improvement.
Support the delivery of organisational culture initiatives that embed the Council's values, behaviours and inclusive workplace culture.
Support the development of employee recognition approaches that strengthen engagement, belonging and organisational culture.
Support employee experience and engagement initiatives, using workforce insight, feedback and evidence, to identify opportunities for improvement, test new approaches and evaluate their effectiveness.
Support the design and delivery of employee recognition initiatives and events, using feedback, participation data and best practice, to continually enhance the employee experience.
Research emerging organisational development, employee experience and talent practices, drawing insight from internal and external sources, to identify opportunities to improve organisational effectiveness.
Contribute to the design and continuous improvement of organisational development, talent and culture interventions through research, stakeholder feedback, evaluation and the application of best practice.
Managing the functional mailboxes for talent development and employee recognition, responding to any queries in a timely manner, seeking further advice, where required.

Key Relationships	
External:	Training providers Other Public Sector organisations
Internal:	Talent and Culture Team, People and Culture Team, HR Management Information Team, Digital Service Team, Employee Relations Team, Payroll and Pensions Team, Comms Team, Employee Networks, Other Council services.

Standard Information
Post holders will be accountable for ● carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines. ● attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role. ● any other duties and responsibilities within the range of the salary grade.

Responsible for
Not applicable

Person Specification

Requirements	
Knowledge	Understand how employee experience and talent development initiatives, can create a diverse and inclusive workplace, and add value within a large, complex organisation.
	Understand organisational culture and the factors that influence employee engagement, behaviour and performance.
	Understand organisational development principles and practice.
	Understand the process of planning, designing, developing and evaluating the impact of talent development programmes
	Understanding of how organisational culture, leadership, systems and processes interact, to influence employee experience and organisational performance.
	Understanding of coaching approaches and how they can be used to support performance, learning and development.

Skills And Ability	Be able to use coaching-style approaches, to facilitate workshops and development activities.
	Be able to challenge existing approaches, think creatively and develop innovative solutions that improve organisational outcomes.
	Be able to understand organisational issues from multiple perspectives and identify connections between people, culture, processes and organisational outcomes.
	Be able to facilitate reflective discussions that encourage learning, ownership and action.
	Be able to identify patterns, themes and connections from multiple sources of feedback and information.
	Be able to plan, manage and support OD projects, effectively and balance competing and conflicting demands
	Be able to evaluate the effectiveness of initiatives and apply learning to future activity.
	Be able to work as part of a team involved in multidisciplinary projects and develop and maintain constructive working relationships
	Be able to build effective working relationships and positively influence stakeholders at all levels.
Experience	Work across HR/OD/People and Culture teams or similar environment within a complex organisation
	Experience facilitating group discussions, workshops or learning activities.
	Experience gathering feedback, identifying themes and making recommendations for improvement.
	Experience developing or implementing organisational development, employee engagement or culture initiatives.
	Experience supporting the design or delivery of learning, organisational development, employee engagement or culture change initiatives within a

	complex organisation.
	Experience of developing new approaches, resources or initiatives, in response to organisational needs or feedback.
Qualification	Have CIPD Qualification at Level 5 and/or professional experience of working within a HR, Learning & OD environment.