**Job Profile Information: Organisational Development and Learning & Development Principal Officer**

**This supplementary information for Organisational Development and Learning & Development Principal Officer is for guidance and must be used in conjunction with the Job Capsule for Job Level 4 Zone 2 Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

At Camden Council we want to make Camden a better borough – a place where everyone has a chance to succeed and where nobody gets left behind. Together, we will create a place that works for everyone, and where everybody has a voice. To achieve this we need to think differently about everything that we do, design services focussing on citizens and continuously learn and improve.

The Organisation Development (OD) team that sits within HR plays a critical role in supporting the organisation to deliver on these ambitions and we are looking for an OD and LD Advisor to support us on this journey. This role will provide high quality organisation development advice and support.

You will support the organisation on a continuous journey of improvement in order to creating the necessary conditions for the whole organisation, its people, processes and culture to deliver, as effectively as it can, against its aims as set out in Our Camden Plan.

As such, you will need to be able to bring fresh ideas to the service and be ready and able to challenge the status quo – this is how we work in Camden. You will need to work at pace, providing creative approaches and often balancing a strategic big picture perspective to the work while at the same time rolling your sleeves up getting into the detail and delivering ambitious work priorities. Striking this balance and working effectively as part of a team is critical.

**Example outcomes or objectives that this role will deliver:**

* Taking a lead on our ambitious corporate induction, working across teams to co-ordinate, update, deliver and evaluate. Making sure that new joiners have the best start possible.
* Developing a management induction that reflects the agile and digital aspirations of the council.
* Using an evidence based approach deliver support for managers across the organisation.
* Lead on Camden’s graduate development programme, involving stakeholders, mentors and service managers
* Lead on delivery of Camden’s employee survey. Engaging with colleagues across the council to ensure a high volume take up.
* Developing a coaching and mentoring proposition to support aspiring leaders, managers, talent and senior leaders to thrive in Camden.
* Managing or supporting projects and where appropriate project teams to ensure they are delivered within agreed timescales and meet specified requirements. Planning, designing and facilitating interventions to support the communication of and engagement with Council plans and priorities.
* Identify the need for, and deliver organisational development and learning and development interventions, in order to help the organisation function in a way which will enable it to effectively deliver against its aims.
* Provide expert advice, consultancy, coaching and facilitation across a range of areas including (but not limited to) leadership and management development, performance and talent, culture change and employee engagement.
* Provide personal expertise and oversight / participation in project teams to deliver culture and behaviour change.

**People Management Responsibilities:**

None

**Relationships;**

The post holder must be able to relate well with a wide range of people both within and outside of the organisation including directors, service heads, key stakeholders, trainers, consultants, delegates and service users and demonstrate a high level of customer care. S/he must be able understand the overall work of the service and how the work of their particular team contributes to whole service delivery.

The role requires a flexible, accountable, driven and creative individual who is able to deliver his/her workload with minimum supervision from the line manager. The person must have a keen ability to solve problems and make decisions, share good practice and make a real commitment to the wider work of the service.

**Work Environment:**

* Based at 5 Pancras Square where all staff work in an agile way in line with Camden’s move to a paperless and flexible work environment.
* The role will co-locate with different teams and sites within Camden if and when needed.

**Technical Knowledge and Experience:**

* Educated to degree level or has equivalent work experience
* Current knowledge of thinking on learning and organisation development models, tools and techniques, including evaluation methodologies.
* An awareness of the organisations ambitions and direction of travel
* An understanding of digital platforms and a willingness to learn and develop knowledge in this area
* Proven track record of supporting and supporting and delivering change in an organisation from an organisational development and / or learning and development perspective.
* A sound understanding of the role of OD and L&D in an organisation.
* Experience of aligning OD activities to support culture and behaviour change.
* Significant experience of working in a customer focused environment.
* Significant experience of working in partnership with a range of stakeholders and developing and maintaining effective relationships.
* An ability to use data, evidence and research to inform activity, decision-making and challenge to the status quo as appropriate.
* An ability to research and report on factors influencing service performance and using this information to recommend/ implement change to improve impact on desired outcomes.
* Strong evaluation skills.
* High standard of learning and development design, facilitation and coaching skills
* Understanding of learning needs and acting on feedback.
* Experience of driving projects forward and delivery of results on time and within budget.
* Experience of procuring and commissioning L&D, managing contractors and maintaining effective relationships.
* Knowledge or experience of the curation of learning offers including (but not limited to) peer to peer learning, social learning, individualising the learning content.
* Demonstrates commitment to continuous learning for example through horizon scanning, trends analysis.
* Effective judgement, strategic thinking, and strong IT and communication skills.
* Customer focused and demonstrates an understanding of the wider organisation and political perspective.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>