# EAST STAFFORDSHIRE BOROUGH COUNCIL

# JOB DESCRIPTION

JOB TITLE: CORPORATE OFFICER (ORGANISATIONAL DEVELOPMENT AND EQUALITIES)

GRADE: 6 SCP 17-22 £28,770 to £31,364 per annum

REFERENCE CODE: HR0700

SECTION: HUMAN RESOURCES

SERVICE: CHIEF EXECUTIVE’S

RESPONSIBLE TO: SSC Manager (HR, OD & Payments)

LIASON WITH: Corporate Management Team

Partnerships

External agencies

Officer & Member Working Groups

Heads of Service

All Teams and Sections of the Local Authority

The Leader and Deputy Leaders of the Council and other elected Members.

PURPOSE OF JOB: To identify organisational learning and development needs and recommend solutions to improve performance, quality, customer service and long term organisational progress.

To evaluate the effectiveness of training and keeping up to date

with best training and development practice.

To lead on the development of policies and programmes of work,

which address equality and discrimination within the Council.

To support workplace health and promote a wellbeing-focused culture.

**DUTIES AND RESPONSIBILITIES:**

**OD & Workforce Strategy:**

1. Identification of corporate training needs from the Council’s strategic plans, for Members and Officers. Identification of cross cutting learning and development needs from Workforce Planning Strategy, Service Plans and individual action plans.
2. Compilation and implementation of the Workforce Planning Strategy.
3. Monitoring the application of the Council’s Workforce Planning Strategy, associated policies and procedures across the Council for consistency and equality of opportunity.

**Learning & Development**:

1. Identification of development needs from appraisals, regular discussions and questionnaires of managers and employees.
2. Maintenance of model appraisal and development tools for use across the Council.
3. Assist with the implementation of competencies, including achievement of core competencies and core values.
4. Preparation, management and monitoring of the annual Corporate Learning and Development Plan.
5. Monitoring of the Corporate Learning and Development budget and training records.
6. Providing regular, agreed progress reports on Learning and Development Review, including cost benefit evaluation
7. Advising upon and recommending solutions to identified training needs, including short courses and post-entry training; supporting arrangements for staff and teams as needed
8. Facilitating and commissioning internal/external training providers to deliver against the Corporate Learning and Development Programme. Administering evaluation exercises following training activities to assess impact.
9. Internal marketing of learning and development courses.
10. Organising facilities/equipment for delivery of in-house face-to-face and virtual training.
11. Support the management of the Council’s apprenticeship requirements; work with stakeholders to arrange apprenticeship training.
12. Keeping Council learning and development policies and procedures up to date and in line with best practice.
13. Identify Councillor learning and development requirements in association with Council officers and Councillors and promote via the Member briefing; organise appropriate training and development activities.
14. Liaising with the appropriate parties, review, prepare, implement and evaluate the Member Induction programme following local elections and by-elections.
15. Maintain new starters’ induction process, including use and development of the E-Induction / Re-Induction software and associated documents, up to date and relevant. Assist with their application across the Council, monitor take up and completion of the induction programme and take action as necessary. Organise and monitor safeguarding training completion as applicable and required.
16. Maintaining close links and explore partner working with local, regional and national education and training organisations as appropriate.
17. Identify and organise staff engagement activities such as Staff Roadshows.
18. Organise and facilitate the quarterly or additional ad hoc Managers’ Forum.

**HR**

1. To support the HR team and assist managers with employee welfare cases and Occupational Health referrals as well as some stages of other employee relations cases such as disciplinary investigations and grievance discussions. (If capacity allows).
2. To research, create and update HR policies and practices as identified. To prepare and present reports for Corporate Management Team and Joint Consultative Committee, and other meetings as necessary.
3. To facilitate the end of the employment cycle by maintaining the Council’s leavers’ questionnaire and providing reports.

**Workplace Health**

1. To lead on the implementation and review of the Workplace Health Strategy and the overall action plan alongside.
2. To research and promote health awareness campaigns throughout the year as part of the annual action plans, utilising customised newsletters, public health posters and appropriate signposting information and resources.
3. To design and administer wellbeing surveys, analyse and discuss the insights with the appropriate audience (CMT, Managers’ Forum).
4. To liaise with external agencies to source information, identify and organise in house wellbeing interventions and other opportunities.
5. To co-ordinate the quarterly meetings of the Workplace Health Group, including membership and action plan reviews.

**Equalities:**

1. To support the designated Head of Service and Leader/Deputy Leader in leading on the Council’s Equalities obligations.
2. To support the development of policy and procedure to ensure compliance with the statutory framework relating to equality, including carrying out and advising on Equality and Health Impact Assessments.
3. To develop programmes of work, and manage and monitor these programmes of work with the appropriate membership from Officers within the Council in order to meet the Council’s Equalities policies and duties.
4. To proactively work with other agencies and organisations to jointly co-ordinate the delivery of joined-up services to promote equality where appropriate.
5. To keep informed of all appropriate best practice, new legislation, and Central Government policies. Once the information has been obtained there will be a need to regularly translate this into a series of actions identifying either how the Council will need to act to achieve the requirements and/or how these will impact on the overall activities of the Council.
6. To proactively communicate, liaise internally and reach out externally, where appropriate, in order to promote the activities of the Council and its services.
7. To be responsible for the preparation of high quality formal Council reports (CMT/Cabinet etc.) for agreement with the Head of Service as appropriate and to present reports, if required, at Officer and Councillor meetings as necessary.
8. To be responsible for specific projects as necessary, making use of IT, project management and other systems (e.g. SNAP surveys) to ensure completion on time and within budget, to support Council consultation processes and decision making.
9. To take responsibility for maintaining effective communication with staff, service users, Councillors, Trade Unions, Partners and other stakeholders in accordance with Council good practice and with regard to implementing Service Plan and Corporate Plan objectives
10. Any other duties commensurate with the grade and the job holder’s expertise to help with the smooth running of the section.

***Please note:***

Closing date for applications is:

We thank you for taking the time to apply for our vacancy. If you do not hear from us within 2 weeks of the closing date for the vacancy, please assume that your application has been unsuccessful.

**PERSON SPECIFICATION**

CORPORATE OFFICER (EQUALITIES AND ORGANISATIONAL DEVELOPMENT)

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| **REQUIREMENTS AS DESCRIBED IN THE EMPLOYMENT AND EQUAL OPPORTUNITIES POLICY** | **ESSENTIAL FOR POST** | **DESIRABLE FOR POST** |
| EXPERIENCE | * Experience of working in service organisation; * Experience of research to find solutions to problems * Liaising with partners to provide outcomes based on needs, * Development of plans to provide solutions to problems (for example a training plan to improve performance) * Presenting to managers and staff. | * Local Authority experience * Learning and Development Management |
| QUALIFICATIONS | * Relevant Degree (or equivalent) | * CIPD part qualified * Other relevant post graduate qualifications |
| TRAINING | * Be able to use Microsoft Office products (Word, Excel, Outlook, Power point) * Equalities | * Customer Service |
| SPECIAL KNOWLEDGE | * Project Management * Equality legislation | * Apprenticeship requirements for public sector * Budget management |
| PERSONAL CIRCUMSTANCES |  |  |
| DISPOSITION & ATTITUDE | * Strong communications skills. * Strong presentation skills. * Good people / liaison skills. * Team worker * Good organiser/planner. * Detail conscious | * Ability to challenge the status quo in order to improve organisational performance |
| PRACTICAL/INTELLECTUAL | * Must be able to relate the organisational aims to deliver corporate learning and development * IT skills |  |
| PHYSICAL/SENSORY |  |  |