

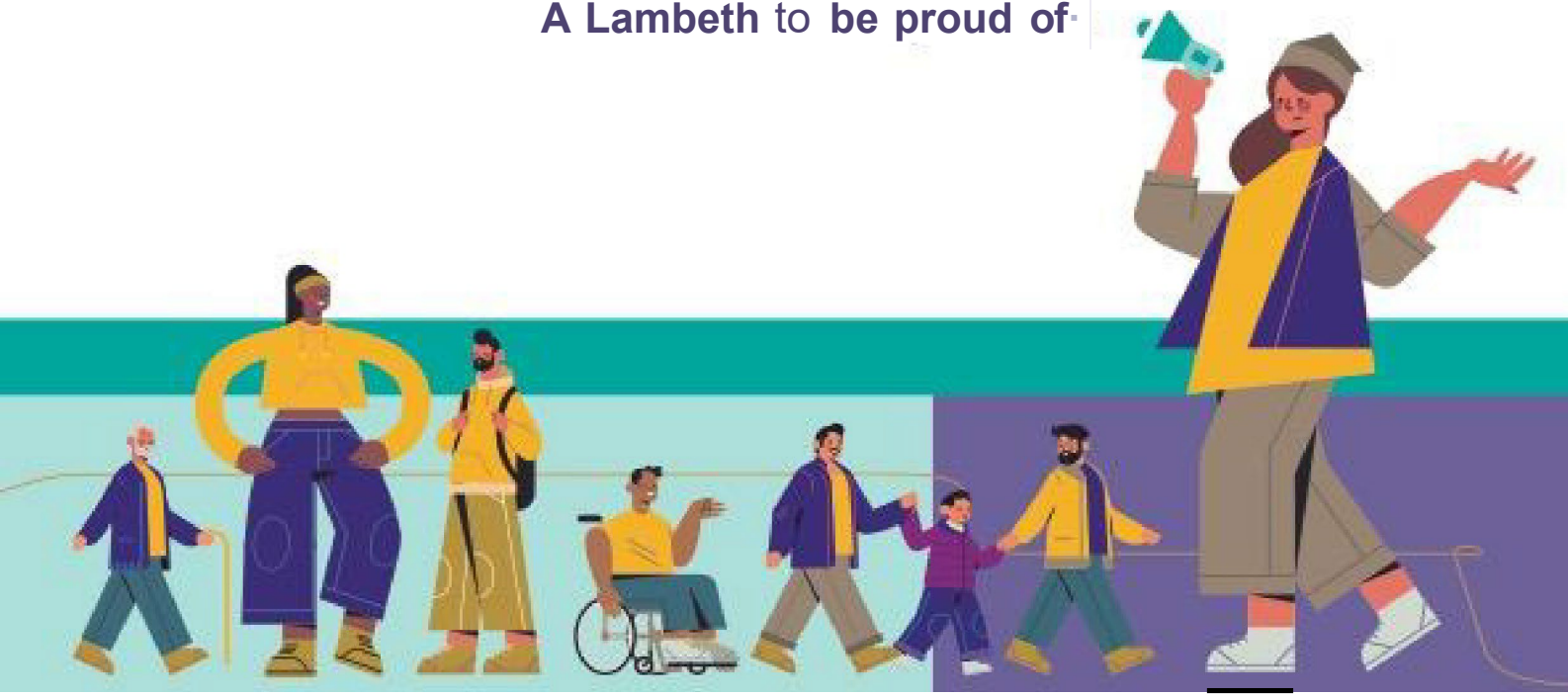


Lambeth

# Job Description and Person Specification

## Organisational Development and Inclusion Consultant

A Lambeth to be proud of



**Job Title:** Organisational Development and Inclusion Consultant

**Team:** Organisational Development and Inclusion

**Division:** Human Resources & Organisation Development

**Business Unit:** Resources

**Grade:** PO6

**Reports to:** Strategic OD & Inclusion Consultant

**Responsible for:** None

## Context

The HR and Organisational Development function leads and enables organisational development, workforce strategy and change, delivering a strategic and digitally enabled people offer that advances equity and justice and supports the Council's priorities.

The function is structured across three interconnected areas:

- **HR Business Partnering and Employee Relations**
- **Employment Services**
- **Organisational Development and Inclusion**

These areas work together to provide an end-to-end people service, supporting organisational performance, workforce sustainability and consistent, high quality people management practice.

## Job Purpose

To design and deliver organisational development and inclusion interventions that support culture change, leadership development and workforce improvement across the Council.

Working under the direction of the Strategic Lead Organisational Development and Inclusion, the role provides professional organisational development consultancy, facilitation and project delivery across organisational development, inclusion and learning activity.

The postholder works with managers, services and HR colleagues to translate organisational priorities, values and equity and justice commitments into practical development interventions that strengthen organisational effectiveness, inclusive practice and delivery of the Council's organisational development and inclusion strategy.

## **Key Areas of Responsibilities**

### **Organisational Development and Culture**

- Design and deliver organisational development interventions aligned to corporate OD and Inclusion priorities and programmes
- Support services to embed cultural and behavioural change initiatives that improve organisational performance, service delivery and workforce experience
- Facilitate organisational development activity that strengthens leadership capability, service effectiveness and inclusive practice across directorates and service areas
- Contribute to the development and application of OD tools, frameworks and practical guidance that support consistent and effective practice

### **Change and Improvement Support**

- Support the delivery of organisational change and service improvement initiatives aligned to corporate priorities, working in partnership with HR Business Partners and service leaders
- Contribute to organisational readiness activity, engagement approaches and stakeholder planning
- Provide consultancy support to managers and services implementing change and improvement activity

### **Inclusion, Equity and Justice**

- Embed equity, inclusion and anti-racism principles within organisational development and learning activity
- Support leaders and teams to reflect inclusive behaviours and practices aligned to Council values
- Use employee voice, engagement feedback and workforce insight to inform inclusive team and service level interventions

### **Insight, Evaluation and Continuous Improvement**

- Support the use and analysis of workforce data, survey results and qualitative feedback to inform OD and inclusion activity
- Contribute to the evaluation of OD and inclusion interventions and identify learning to improve future delivery
- Maintain accurate records and provide updates on programme and project progress

### **Partnership Working and Professional Practice**

- Build effective working relationships with managers, HR colleagues and internal stakeholders
- Work collaboratively across HR and OD and with services to support coordinated and joined up service delivery
- Maintain professional standards and contribute to continuous improvement across the OD and Inclusion service
- Undertake other duties commensurate with the level of the role and consistent with the purpose of the post

## **Flexibility**

The above is not an exhaustive list and the role holder may be required to undertake additional or alternative tasks and duties as the needs of the business dictate, provided they are within the individual's capabilities and skills set at an appropriate level.

## **Variation**

This is a description of the job as required at the date shown. It is the practice of the Authority to periodically review job descriptions, update them and ensure that they relate to the job performed or incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Director of HR and Organisational Development reserve the right to make changes to the job description following consultation.

## PERSON SPECIFICATION

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| <p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.</p> |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Shortlisting<br/>Criteria</b> |
| <p><b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                  |
| <b>Key Knowledge</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | K1 | Knowledge of organisational development, team development and learning approaches                                                                                                                                                                                                                                                                                                                                                                                                     | ✓A                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | K2 | Knowledge of change and improvement methodologies and engagement approaches                                                                                                                                                                                                                                                                                                                                                                                                           |                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | K3 | Knowledge of inclusion, equity and anti racism practice within organisational settings                                                                                                                                                                                                                                                                                                                                                                                                | ✓A                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | K4 | Understanding of workforce data and feedback to inform OD activity                                                                                                                                                                                                                                                                                                                                                                                                                    |                                  |
| <b>Relevant Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | E1 | Experience of designing and delivering organisational development or learning interventions                                                                                                                                                                                                                                                                                                                                                                                           | ✓A                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | E2 | Experience of facilitating workshops or group development activity                                                                                                                                                                                                                                                                                                                                                                                                                    |                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | E3 | Experience of supporting organisational change or service improvement initiatives                                                                                                                                                                                                                                                                                                                                                                                                     | ✓A                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | E4 | Experience of working with managers and stakeholders to improve team or service effectiveness                                                                                                                                                                                                                                                                                                                                                                                         | ✓A                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | E5 | Experience of evaluating activity and using feedback to improve practice                                                                                                                                                                                                                                                                                                                                                                                                              |                                  |
| <b>Qualification</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Q1 | Relevant qualification in HR, OD, learning or equivalent experience                                                                                                                                                                                                                                                                                                                                                                                                                   | ✓A                               |
| <b>Core Values and Behaviours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    | <p><b>Equity</b></p> <ul style="list-style-type: none"> <li>• Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.</li> <li>• Ensure fairness and justice is at the heart of my decision making and support to my team and others.</li> <li>• Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.</li> </ul> |                                  |

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|  |  | <ul style="list-style-type: none"> <li>• Develop others and ensure we work as <b>one team for Lambeth</b>, encouraging everyone to play their part</li> <li>• Take positive action to ensure <b>everyone</b> in my team has opportunities to <b>learn and grow</b> at work</li> <li>• Encourage everyone to <b>be themselves</b> at work and value who they are</li> <li>• I am inclusive and actively <b>celebrate diversity</b>, recognising everyone in my team as individuals.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|  |  | <b>Kindness</b> <ul style="list-style-type: none"> <li>• Treat each member of my team with <b>respect and dignity</b> just as I would want for myself.</li> <li>• <b>Encourage</b> each member of my team to do their very best work and am available to them to provide support and guidance.</li> <li>• Personalise my support to each team members and look out for them, lending a hand wherever I can</li> <li>• Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together</li> <li>• Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard</li> <li>• Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.</li> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.</li> <li>• Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.</li> </ul> |  |
|  |  | <b>Accountability</b> <ul style="list-style-type: none"> <li>• I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way</li> <li>• I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |

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|  |  | <p>they have clear plans and performance objectives.</p> <ul style="list-style-type: none"> <li>• I ensure my team plan ahead, getting the basics right and take swift action when problems arise</li> <li>• I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</li> <li>• I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.</li> <li>• I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.</li> <li>• I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.</li> <li>• I encourage my team to learn and grow and ask questions to find the information they need to do their jobs</li> </ul>                                                                                                                                                                 |  |
|  |  | <p><b>Ambition</b></p> <ul style="list-style-type: none"> <li>• Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.</li> <li>• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.</li> <li>• Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together</li> <li>• Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes</li> <li>• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.</li> <li>• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.</li> <li>• Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.</li> </ul> |  |

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