



## Cumberland Council

### Post Specification

<b>Date</b>	<b>October 2023</b>
<b>Post Group Number</b>	<b>6869</b>
<b>Post Title</b>	<b>Organisational Development and Workforce Training Partner</b>
<b>Job Family</b>	<b>People Care and Development</b>
<b>Job Family Role Profile</b>	<b>PCD12ii</b>
<b>Final Grade</b>	<b>12</b>

To be read in conjunction with the job family role profile

#### Service Area description

The Organisational Development and Workforce Training professional service advises and supports in the implementing of effective change and the enhanced capabilities of the organisation, through its training and development programmes and opportunities provided to ensure the council has a skilled workforce to meet the needs of the people of Cumberland.

#### Purpose of this post

To take a specific lead role in a service specialism and in line with national and regulatory standards. This involves working with complex and high risk service areas. To advise on developing and implementing organisational development and training programmes within the relevant specific lead service areas.

To line manage all staff delivering activity within the given area of responsibility.

#### Key job specific accountabilities

- Ensure effective line management of staff, including performance management and implementation of all HR policy and process.
- Lead on the development of an organisational development approach to specific service area(s) in line with council priorities.
- Lead and develop a programme of specialist OD or Workforce Training interventions in the relevant area(s) through producing plans, gathering information and reviewing action plans as appropriate.
- Develop and lead the implementation of quality assurance of professional development either internally delivered or working with relevant external institutions to monitor quality and identify interventions to be implemented.
- Work collaboratively with colleagues and across Directorates to identify, develop and support career progression and development routes for services as appropriate.
- Ensure that national best practice and statutory/regulatory requirements are implemented if appropriate for all training and development interventions.

**Please note annual targets will be discussed during the appraisal process**

**Key facts and figures of the post**

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"><li>Responsible for ensuring effective implementation of Council system and procedure with relation to procurement and finance within the Organisational Development Team.</li></ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"><li>Line manage responsibility for Coordinators and Facilitators.</li><li>Provide instruction and on-the-job training for colleagues.</li><li>Assist in allocating and checking work of colleagues in the same work area.</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li></li></ul>

**Essential Criteria - Qualifications, knowledge, experience and expertise**

- Technical, vocational or part-professional qualification at vocational degree level or equivalent experience (NVQ 4) in learning, training and skills.
- Appropriate relevant professional qualification in the area identified and / or professional accreditation
- Expert breadth and depth of knowledge regarding the service and relevant legislation for the identified area.
- Specialism acquired through relevant qualification or recognised training programmes.
- Understanding of budget processes and organisational priorities.
- Knowledge of inward- and outward-facing Council issues.
- Good interpersonal skills, including negotiating, conciliating, people management and motivational skills.
- Ability to influence people to change behaviours or make difficult changes.
- Experience of implementing change is desirable.
- Political awareness.

**Disclosure and Barring Service – DBS Checks**

- This post does not require a DBS check.

**Job working circumstances**

<b>Emotional Demands</b>	Work with high risk service areas.
<b>Physical Demands</b>	
<b>Working Conditions</b>	Ability to travel across Cumberland.
<b>Other Factors</b>	