

## Liquid logic Development Officer GR9-11

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

To be successful as a New Council, we need a modern, flexible and emotionally intelligent workforce. We recognise that one of the organisation's most important assets is its people and the Learning and Organisational Development (OD) function plays a key role in supporting all the council's managers and staff to be the very best they can be. We are looking for people who live the council's behaviours and can help develop the talents, expertise and confidence of our employees and grow a culture of learning and development across Kirklees.

This role is based in the Liquidlogic development team, within the directorate of Children's & Young Person Services. Find out more about [working for Kirklees](#).

### The Job

In this role you will provide advice, support and guidance about learning and development.

You will work collaboratively both within children's Services and across the council to plan, deliver and support learning and organisational development activities for Liquidlogic, promoting a culture of continued learning and development and support staff to live our values and behaviours.

You will support development and practice through your work on promoting the system and ensuring any areas of development are cascaded to users, including:

- Supporting Superusers
- Delivering training sessions to new starters.
- One to one support for staff where required.
- Attending and supporting development of workflow areas and practice issues within teams.
- Liaison with stakeholders, partners and other teams.
- Support the Project Manager in Coordinating the Task & Finish groups.
- Responsibility for maintenance and development of 'me learning' programme.
- Organise testing and service impact assessment of any system upgrades.
- Communication strategy for any changes to practice.
- Specialist training and support (including regulatory and statutory training)

Developing good working relationships with people across the council and in partner organisations will be key.

### Job Checklist

- Identify learning and development needs and be proactive in ensuring requirements are met, and outcomes achieved.
- Provide a range of learning and development support including advice, planning, training, development, coaching and facilitation to teams and services across the council with regard to Liquidlogic.
- Design and deliver appropriate learning and development interventions in response to needs. Supporting through the change control process.
- Positively promote Liquidlogic and develop a wider culture of inclusive learning and development across the organisation.
- Develop effective internal relationships and liaise with the IT Liquidlogic development offices and Liquidlogic to support programme development needs.
- Review and evaluate learning and OD activity, programmes and providers and support the embedding of learning into practice.
- Be flexible in your approach to meet the learning and development needs of the Organisation.
- Support good practice and service delivery.

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

You will have a good track record of planning and delivering learning and development activity, including any specialist knowledge needed to complement the portfolio of the team.

You will demonstrate a creative, innovative style in planning learning and development activities.

You will be able to communicate at all levels and provide guidance and support about learning and development and OD best practice. You value diversity and your communication and influencing skills will allow you to build positive relationships with people across the council.

You will be flexible, proactive and inclusive, with a positive approach. You are open to new ways of working and able to support other council services in this.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a Council manager within the organisation. This role is at level 2. Please read our [Behaviours and Expectations](#).

Please see your responsibilities related to [safeguarding](#).

## Person Checklist

- Experience of training / Learning and Organisational Development.
- Knowledge and understanding of a range of development approaches, such as coaching, 'classroom' delivery, facilitation, self-directed learning, peer learning and e-learning.
- An ability to facilitate, design and deliver a range of learning interventions (including 'self-serve' options).
- Excellent communication skills (written and verbal) and able to communicate with a range of stakeholders internally and externally.
- Excellent customer service skills and the ability to manage customer expectations.
- An excellent team player who works collaboratively to support the needs of services and the organisation.
- Has excellent organisational and time management skills.
- Adopts a flexible, adaptable and inclusive approach when working across the council.
- Self-motivated, innovative and creative in all aspects of the support / development role.
- Understands the challenges facing the council, responds positively to change and is able to support others through change.
- A commitment and ability to continually develop self, and coach and support others to do the same.
- An ability to research new resources and review/evaluate the learning of individuals or groups.
- Proactive in keeping up to date with the wider local government context and new thinking within learning and organisational development.

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to complete the 2-side application form provided and demonstrate that you meet all the criteria within the Person Checklist