

## Learning and Organisational Development Officer Grade 9-11

We at Kirklees we want to be innovative and creative in the way we work with our staff, communities and partners to deliver services. We know we have challenges ahead in achieving this way of working so we are always looking for better and smarter ways to work.

To be successful in this 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 manager, staff and councillors 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, its partners and communities.

This role is based in the Learning and Organisational Development (OD) team within the Directorate of Adults and Health.

To 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 the Learning and OD team and across the council to plan, deliver and support learning and organisational development activities, promote a culture of continued learning and development and support staff to live our values and behaviours.

You will support the council and its partners through your work on a range of learning and organisational development projects, including:

- Culture change programmes
- Staff engagement & facilitation
- Commissioning of training providers
- Supporting service change
- Leadership and management development
- Coaching programme
- Personal development tools
- Skills and knowledge development
- 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. You will engage and liaise with diverse services and individuals to ensure that they understand how best the team can support them.

Your primary focus of work will change over time in line with organisational demands and your personal development needs.

### Job Checklist

- Identify learning needs and be proactive in ensuring requirements are met, and outcomes achieved, in line with a value for money approach and clear commitment to inclusion.
- Provide a range of learning and development support including advice, planning, training, development, coaching and facilitation to teams and services across the council (in accordance with statutory legislation where required).
- Take a lead role in managing learning and development activity across services, acting in a consultancy capacity where required.
- Develop effective internal relationships and liaise with specialist training providers and partners to support workforce development needs.
- Lead the commissioning and procuring of specialist contracts to support learning and OD activity.
- Design and deliver appropriate learning and development interventions in response to needs.
- Positively promote and develop a wider culture of inclusive learning and development across the organisation.

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

## 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, commissioning 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, in a variety of situations 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 New Council employee within the organisation.

This role is at level 2. Find out more about [Council Behaviours and Expectations](#). These will be tested throughout the selection process.

## Person Checklist

- Experience of training / learning and organisational development.
- Hold a recognised training qualification or equivalent experience.
- Knowledge and understanding of a range of development approaches, such as facilitation, coaching, 'classroom' delivery, self-directed learning, peer learning and e-learning.
- Knowledge experience and understanding of commissioning learning and organisational development activities.
- An ability to facilitate, design and deliver a range of learning interventions (including 'self-serve' options).
- Outstanding communication skills (written and verbal) and able to communicate with a range of stakeholders internally and externally.
- Has excellent customer service skills and the ability to manage customer expectations.
- A team player who works collaboratively to support the needs of services and the organisation.
- Makes use of organisational and time management skills to manage a varied workload and 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.

*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 shortlisted for this job please demonstrate in your application how you meet the Person Checklist.