



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: OD Coordinator	Role Profile Number:
Grade: N	Date Prepared: September 2021
Directorate/Group: People, Culture & Organisational Resilience	Reporting to: People & Culture Transformation Lead
Structure Chart attached:	No

Role Context

The Council has significant challenges ahead, including delivering service improvement in an environment where the demand for public services is increasing, against a backdrop of reduced resources. The way in which public services are delivered will continue to evolve and change, and the Council wants to be at the forefront of enabling safe, strong and prosperous communities.

Job Purpose

This is an exciting time to join the People and Culture team, reporting directly into the People and Culture Transformation Lead, this role will support across the whole spectre of OD.

In 2019 we completed our ambitious transformation programme which saw us achieve savings of £30million in 30 months. When we started to think about what was next for us, we realised we wanted more than a transformation programme, we wanted to commit to being 'At Our Best' which is where the seeds of our culture programme were sown.

Fast forward to 2021, recovering from the pandemic, we are ready to reenergise our culture programme, which is why we need you by our side to help lead the way.

If you're someone that's passionate about employee experience and thinking about a career in organisational development then this role is for you. You'll get the opportunity to put your eye for detail and experience of project management into action, while developing your own experience in HR & OD projects.

Key Accountabilities

- To Coordinate and provide on time and regular reporting on the "At Our Best projects", in a format that meets with the audience & project requirements.

- To contribute on a variety of activities to support the OD function on the delivery of our projects and development an “Agile” approach to HR transformation
- To design, develop and manage an employee experience dashboard
- To coordinate, facilitate meetings and workshops across all levels of the organisation and stakeholders.
- To act as the first point of contact for OD enquiries and responding within our SLA times and escalating as required.
- To actively field and prioritise incoming requests for team or service level interventions in accordance with the teams SLA periods.
- To collect & analysis data and provide regular insight reporting on the OD impact and lessons learned, so that we can continue to develop our approach in an effective way.
- To take the lead in research and presenting information in a meaningful way
- To work constructively as a team, understanding the roles and responsibilities and willingness to support others

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Demonstrate ability to organise and control of delivery, taking ownership of work and resolving issues.
- Experience of managing work outputs, ensuring this is managed on time and to budget
- Experience of facilitating meetings and workshops with a wide range of stakeholders
- Experience of developing and writing reports and presentations to variety of audiences
- Experience of arranging meetings, focus groups, workshops etc to a wide range of participants.
- Experience of prioritising work across a diverse range of activities to ensure deadlines are not missed and risks are managed in good time.
- An experienced and engaging communicator , able to work with a wide range of stakeholders to negotiate successfully and delivery project outcomes and outputs
- Ability and to design project management approaches and adapt these as we develop as a service.
- Excellent IT skills to maintain programme data, produce detailed reports, design templates, and design dashboards

- An awareness of agile HR, and ability to develop skillset in this area
- Experience of working within HR or OD

Qualifications

- NVQ 3 or equivalent experience

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p>	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- To work co-operatively with colleagues and partners, developing positive, collaborative relationships that inspire new ideas to solve problems and achieve corporate goals.
- Working directly with all levels of the People, Culture and Operational resilience teams
- Communicating with all levels across the council
- Communicating with employee representative groups