Senior Practitioner – OD and Change

£41,551 – £51,936

10 Woodcock Street, Aston

Fixed Term Contract / Permanent

We are looking for a number of experienced and energetic individuals to join our Organisational Development and Change Team, who will support on the delivery of the Change agenda for Birmingham City Council.

You will be required to provide the skills, knowledge and capacity to enable practitioners and managers to implement Directorate and team level change programmes that will help the Council achieve its vision to create a Council fit for the future.

Based in the Change Academy the post holder will design the bespoke change approach for Birmingham City Council, providing supervisory practice expertise and development to OD practitioners and staff on how to deliver sustainable culture/behaviour change through teams, designing and developing bespoke approaches that will work for and with Birmingham City Council.

The successful candidate must have significant experience in the field of Organisational Development and Change, with expert knowledge in change, lean, systems thinking and culture change techniques and tools to deliver complex culture change approaches that will impact across the whole organisation, implementing whole system change interventions to deliver efficiencies, improved capability and performance.

This is a demanding but rewarding role operating as part of the HR/OD function and an excellent opportunity to contribute to the collective ambition to ensure that the largest City Council in Europe is able to deliver its ambitious change agenda.

Ref: R1712016J

Closing date: Tuesday 30 August 2016

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Visa & Immigration (UKVI) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
1. **Job Purpose**

   To lead OD strategy and policy to enable employees and councillors, working with partners, to formulate and realise council objectives and priorities.

   To advance and lead the provision of technically competent, solution focused advice, guidance and support services, in line with the council’s values and behaviours, to enable delivery of council policy and goals through effective people management.

   To lead and drive continuous service and practice improvement to establish and maintain a proactive, and learning culture.

   To lead and manage (either directly or indirectly), as part of a flexible and responsive HR service, designated service areas, projects or strategic agenda according to the needs and priorities of the business.

2. **Duties and Responsibilities**

   2.1 To take personal responsibility for maintaining a comprehensive knowledge of, and for advancing best practice in employment and OD & Change methodologies and practice, in line with developments within relevant legislation, case law and theoretical models.

   2.2 To ensure a thorough knowledge and understanding of local government, at a local, regional and national level to enable the formulation of effective and relevant HR strategy and policy.

   2.3 To initiate and lead the development of strategy and policy, projects, programmes and teams which are aligned to the council’s values and promote the desired behaviours.

   2.5 To lead and enable evidence based decision making through the use of, for example HR metrics, intelligence and analysis, to instigate and measure the effectiveness of changes to strategy and policy.

   2.6 To organise personal workload and influence priorities of HR strategy and the HR function in support of current and emerging organisational priorities.
2.7 To collaborate with colleagues within the HR service, other support services, the business and external agencies as relevant and appropriate, so that outcomes are congruent and can be achieved in an integrated and streamlined way – maximising the benefits of sharing learning, intelligence and resources.

2.8 To apply the use of initiative based on professional experience, skill and knowledge of the designated area of activity, so that assessment of issues, planning of work, management of risk, and execution of tasks can be approached creatively, proactively, pragmatically and efficiently.

2.9 To provide professional high level strategic OD support and advice on complex HR matters and represent the Council at employment tribunal hearings.

2.10 To maintain an awareness of key strategic and policy issues within Birmingham City Council and its partners.

2.11 Personally act in accordance with BCCs values and behaviours and maintain and develop interpersonal skills and take personal responsibility for ensuring professional standards are maintained across the HR service.

2.12 To deputize for colleagues where appropriate.

2.13 To be responsible for ensuring that management and service delivery are compliant with BCC Equal Opportunities policy and that equality and diversity are a key business focus.

3. **Specialist Responsibilities**

In addition to the core generic requirements of this role, a number of specialist roles may be allocated by the Head of Service depending on individual skills and experience and business need. The specialist roles and responsibilities and knowledge, skills and experience requirements are summarised within the schedule accompanying this job description.

4. **Supervision Received**

4.1 **Supervising Officer Job Title**

Assistant Director, OD & Change

4.2 **Level of Supervision**

Plan own work to ensure the meeting of defined objectives

5. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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Observance of the City Council's Equal Opportunities Policy will be required.
# Economy Directorate

## Person Specification

**Post:** Senior Practitioner

**Grade:** 6

**Division:** Corporate Support Services

**Section:** Human Resources

**Method of Assessment (M.O.A.)**
- A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

### CRITERIA

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<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td><strong>Values &amp; Behaviours</strong></td>
<td>Able to demonstrate commitment to the Council’s Values and Behaviours</td>
<td>I,T</td>
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| **Diversity**                 | 1. Shows respect for diversity and values individual difference. Treats all people fairly and appropriately regardless of race religious, belief, gender, age, disability, sexual orientation, appearance or position.  
   2. Ability to raise awareness of the benefits of diversity and build active commitment to ensure equality of opportunity. | I      |
| **Experience** (Relevant work and other experience) | 1. Extensive experienced leader of HR or OD with extensive knowledge across a range of areas or a specialist area dependant on the nature of the particular SHRP role.  
   2. Extensive experience of developing strategy in line with business objectives and priorities and leading the delivery of successful projects, service improvement or change initiatives and measuring the impact.  
   3. Experience of delivering outcomes through line and team management (direct or indirect) and able to provide demonstrable evidence or strategies used to improve performance.  
   4. Evidence of persuasion and influencing skills at senior management level, including with elected members, including over a range of contentious issues. | AF,I,T,P |

### Competencies

| Change and Project | 1. Able to take a whole systems approach to | I,T,T,P |


| **Management** | developing strategies and plans ensuring alignment with corporate priorities and objectives.  
2. Ability to think strategically and to develop and implement proactive HR solutions. Drives strategy, accurately assessing risk.  
3. Develops and aligns HR strategy, services and advice with organisational goals. Focuses delivery against agreed goals and targets. |
| **Strategic and Innovative thinking** | 1. Successfully persuades and influences individuals and groups including senior managers, external stakeholders, elected members and Trade Unions on issues of complexity and sensitivity. Listens well and has the ability to use a range of consultation and engagement tools to gain stakeholder buy in. |
| **Influencing and Persuasion** | 2. Considers issues, opportunities and implications of actions to achieve organisational/project goals. Enables effective management of risk.  
3. Leads and motivates teams, creating a positive environment which encourages open discussion and innovation, supports performance and builds capability. |
| **Leadership and Management** | 1. Focuses on results, taking personal responsibility for delivering on performance objectives and delivers high quality services. Able to lead projects within a complex framework and deliver against them.  
2. Leads and promotes change, considering options and taking forward new initiatives. Delivers against team, personal and organisational objectives, demonstrating motivation and conscientiousness.  
3. Actively supports and participates in the implementation of change projects and operational activities. |
| **Communication and Analysis** | 1. Ability to communicate effectively verbally and in writing across a range of contexts including the ability to present concise and accurate information to a wide and varied audiences, adapting style and content to needs of the audience and checking understanding.  
2. Ability to understand and interpret complex written reports, policy documents, trends and statistics, including the ability to critically evaluate information and plan accordingly. |
| **Training** | MCIPD and evidence of ongoing continuous development |
**Role:** Organisational Development and Change  
**Grade:** GR6

**Job Purpose:**  
This role focuses on providing high level technical expertise in change management and OD to service areas and teams across BCC. Driving whole systems transformational change through the bespoke use of a suite of OD tools and techniques.

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<thead>
<tr>
<th>Roles and Responsibilities</th>
<th>Person Specification (knowledge, skill and experience requirements)</th>
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<tbody>
<tr>
<td>Leading directorate and service area activity to create bespoke OD and change plans to enable significant transformation programmes and enabling their delivery through the line</td>
<td>In depth knowledge of organisation development tools, techniques and approaches and extensive experience of their (bespoke) application across corporate and service area agendas</td>
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<td>Identifying the need for additional core OD tools and toolkits and ensuring their development (where applicable) and deployment.</td>
<td>In depth knowledge and experience of designing, supporting and delivering large scale ‘whole system’ change initiatives</td>
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<td>Identifying the need for, and opportunities to, create consistent approaches and mechanisms to drive change</td>
<td>Experience of providing technical leadership to and working collaboratively with OD and change practitioners across BCC</td>
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<td>Identifying change impacts (via change impact assessments and other tools) to enable the appropriate pacing and phasing of OD and change initiatives to enable change to take place in a consistent, yet bespoke, manner</td>
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<td>Identification of measures of change impact and creating plans for remedial action as appropriate</td>
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