

**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** Capability and Engagement Manager | |
| **Directorate:** Reform | **Division/Section:** People Services |
| **Grade:** SM3 | |

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| **Job Purpose:**  To lead and manage the Learning and Development and Organisational Design Consultancy Services within the Workforce and Greater Manchester Development Team. |

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| General Responsibilities: To provide day-to-day management to the team including recruitment, appraisal and development, conflict resolution etc.To motivate and engage the team to create the right working environment to influence effective performance. To be accountable for a budget(s), monitoring, reckoning and providing explanation for the spend as necessary.  To be responsible for the delivery of the annual work plans, regularly monitor, identify potentialnon-delivery and provide practical solutions for performance issues.  Contribute to efficiency and performance improvements and evidence value for money in service delivery.  Contribute towards strategic planning by providing practical aspects to achieving goals and objectives  To support the implementation of corporate initiatives and ensure they are embedded in the team.  To ensure effective working relationships with other managers across the directorate and the Council to deliver our corporate objectives.  To contribute to the overall management of the service.  **Key Tasks:**  To lead on the design and delivery of the capability and engagement strategies necessary to enable the council to meet its strategic priorities.  To build and maintain constructive working relationships, commissioning from other parts of the People Services function and wider organisation to ensure consistent and excellent delivery of high quality strategy and interventions and contribute to the continuous development of the People Service offer.  To be responsible for the design, development and implementation of organisation design and development interventions (e.g., Employee Engagement, Talent Management, Succession Planning) ensuring they are delivered in an efficient and fit for purpose format.  To direct and ensure the alignment of the Learning and Development offer to organisational strategy, statutory requirements and talent development.  To manage People Services projects and matrix manage project delivery teams from other areas of the People Service or wider organisation.  Lead the development of e-learning across the organisation, providing an accessible and effective offer with robust evaluation methodology. |

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| **Standard Duties:** | |
| 1. | To actively promote the equalities and diversity agenda in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council; including customer care, data protection, ICT, finance and health and safety policies. |
| 3. | To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role, and to ensure that members of the division/group are informed appropriately. |
| 5. | Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:**  Contacts are employees of the team, division, the council, partners, external organisations and the public. |

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| Relationship To Other Posts In The Department:  **Responsible to:** Head of Workforce and GM Development  **Responsible for:** Organisational Development Consultant/s, the Learning and Development team and the Workforce Well-being team which provide services for Oldham Council as well as Unity Partnership Limited and Oldham Cares (which includes MioCare and the NHS Oldham Clinical Commissioning Group). |

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| **Special Conditions:**  **None** |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | April 18 | Cathy Butterworth | Assistant Director of People |
| **Reviewed** | April 18 | Mike Shepley | Head of OD |
| **Reviewed** | April 18 | Dianne Frost | Director of People |
| **Reviewed** | Aug 2019 | Lauren Jones | HRBP – refreshed to reflect current structure only |



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**PERSON SPECIFICATION**

**Job Title:** Capability and Engagement Manager

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| **Education & Qualifications** | Level 5 CIPD Qualification  Member of the Chartered Institute of Personnel & Development (CIPD)  Evidence of continuous professional development. | Management Qualification  Project management qualification or equivalent experience (e.g., MSP, Prince) | AF / I  AF / I  AF / I |
| **Experience** | Experience of motivating and managing a team, having input into Training Plans and effective working relationships with staff and trade unions  Experience of supporting the delivery of effective performance and continuous improvement  Evidence of successful resource and financial management, including evidence of managing budgets  Experience of managing and successfully delivering projects  Experience of working at a senior level in a HR/OD environment in a complex organisation  Experience of developing and delivering customer focused People Services policies and solutions, working in close partnership with managers, trade unions and senior colleagues  Experience of implementing capability and engagement related initiatives within the business from design through to delivery and post-implementation assessment. |  | AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC |
| **Skills and Abilities** | Able to work through problems, evaluate risks and offer practical solutions  Using persuading and influencing skills to bring about behavioural change and achieve desired results/outcomes as necessary  Able to work effectively with senior leaders, responding to different working styles; inspiring confidence and providing practical assistance to them when faced with difficult and sensitive employment issues  Ability to work on own initiative and to effectively prioritise conflicting deadlines over the short, medium and long term  Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences  Able to use new technologies in improving services, and modernising working processes |  | AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC |
| **Knowledge** | An understanding of the issues and challenges facing workforce development functions both operationally and strategically  Knowledge of key national policy drivers, Legislation and broader influences related to the role  Knowledge and understanding of the latest thinking in capability and engagement development strategies and policies  A clear understanding and knowledge of the workings of local government and including its legal, financial, social and political context, political processes and the current issues faced in a multi-cultural area | Knowledge of project management techniques and their application in a business context | AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC |
| **Work Circumstances** | Able to work flexibly to meet the demands of the service (including infrequent evening and weekend working as necessary) |  | AF / I |

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**