

Organisational Development Consultant (Childrens & Adults Services)

Role Profile

Service:	Human Resources – Strategy and Resources
Band:	Career grade Band 8 – Band 9 (Appointment and progression will be based upon qualifications, experience and achieving required competency levels)
Reporting to:	Strategic Lead for Organisational Development and Engagement



TRAFFORD
COUNCIL

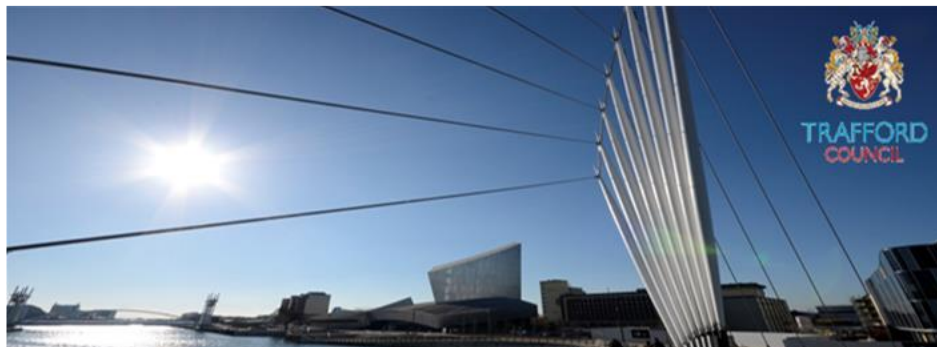
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – Where all our residents, businesses and communities prosper.

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

As Organisational Development Consultant focusing on Children's and Adults Services you will have a wide and varied role and will be part of a small but talented team of OD professionals who provide a full spectrum of Learning, Organisational Development, and engagement initiatives across the organisation. You will work closely with Principle Social Workers, Heads of Service and HR Business Partners within our Children's and Adults Directorates.

Your Main Priorities

- Play a key role in supporting Children's and Adults' Services with the development and delivery of their people/workforce development plans.
- Design and deliver learning and development solutions to support workforce development and/or commission suitable training and development opportunities for staff to attend in-house and externally, to ensure that they are suitably equipped to meet the changing demands of the social work role.
- Use a creative and innovative approach and working with colleagues at all levels of the organisation to influence, shape and deliver activities that support us to achieve our people plans and strategies within these Directorates.
- Support services to identify the skills, knowledge and behaviour development required for the current and future workforce including recognition of the mandatory and statutory training needs for the workforce and develop learning/organisational development solutions to address these requirements.

Key Duties – Band 8

- Oversee with service leads the management and development of the Assessed and Supported Year in Employment (ASYE) programme.
- Work with Service Leads and across Greater Manchester Social Work Academy to develop the current Practice Educator Programme to enable future sustainability and ensure Trafford's views are represented.
- Review and analyse data, legislation, best practice and trends and make recommendations to help make sure Trafford remain compliant and innovative in our approach.
- Oversee the student placement programme, work with Service Leads to develop the programme offer to support the development and retention of students.

- Support a culture of learning and development and embed new initiatives to ensure that social workers in Trafford meet the Knowledge and Skills Statements in Children's and Adults' services.
- Oversee a range of career progression routes (e.g. Practice Educator) for qualified Social Workers that recognises and rewards talent and makes the best use of expertise of staff at all stages of their career.
- Work effectively with Principal Social Workers in Children's and Adult services to ensure that social workers are afforded the opportunities to effectively maintain their Social Work England registration and practice in line with evidenced based best practice and legislative requirements.
- Undertake such other duties that are required from time to time and are commensurate with this position.

Key Duties – Band 9 (in addition to the above)

- Lead on Organisational Development activity and initiatives to support with attraction and development of Social Care Workers within Adults and Childrens.
- Design and deliver recommendations for improvements to existing and new workforce development initiatives and programmes.
- Design and develop learning and development interventions and support to enhance the current offer for services such as ASYE using appropriate OD tools and techniques.
- Working with service leads to develop innovative career progression routes for our social workers.
- Prepare and present reports and papers for consideration by Senior Officers and Elected Members.

About You

Qualifications and Professional Development - Band 8

- Professional qualification or degree in Social Work.
- Social Work Registered.
- Significant experience of working within a social care setting.
- Level 5 Coaching Qualification would be desirable, but not essential.

Band 9 (in addition to the above)

- Relevant Organisational Development apprenticeship/qualification or relevant significant experience – you will receive internal support, mentoring and coaching to develop your Organisational Development skills.

Experience & Knowledge - Band 8

- Significant experience of working within a Social Care setting (Childrens or Adults) and knowledge of the current issues faced in social care.
- Experience of coaching or facilitating others to learn and develop.
- Experience of working with education, training/learning and development providers and establishments.
- Working knowledge of the Professional Capabilities Framework and Knowledge and Skills Statements/Post Qualifying Standards.

Band 9 (in addition to the above)

- Knowledge and expertise in established and emergent areas relevant to Organisational and Workforce Development.
- An understanding of best practice and up-to-date theory, methodology and practical application in Learning and Organisational Development.
- Evidence of ownership for and successfully designing, delivering, and implementing learning and organisational development projects/initiatives.

Skills & Abilities - Band 8

- Ability to communicate (written and verbal) information effectively with a range of audience, in an accurate, engaging and inclusive way.
- Able to take responsibility for their own learning and development able to keep up to date on all legislation, developments and best practice related to their areas of work and practice and share knowledge with others.
- Stakeholder management skills with the ability to build and maintain productive working relationships with internal and external partners and work effectively across systems.
- Organisational and planning skills; managing multiple priorities to deliver outcomes to agreed deadlines.
- Good analytical skills, with the ability to research, review and present analysis and recommendations.
- Ability to work under pressure and remain solution focused.

Band 9 (in addition to the above)

- Ability to motivate and coach team members and service users to support them to find their own effective solutions.
- Innovative in approach with the ability to influence and challenge current behaviours and mind-sets, and confidence to suggest and promote new ways of working.
- Strong facilitation and delivery skills and the ability to tailor content, style and delivery to a diverse range of audiences.
- Able to produce written reports and papers to a high standard.
- Ability to work autonomously and has the confidence to give and seek timely feedback into work areas and projects.

Special Conditions

- Hybrid work style; working part of the week in our offices (Trafford Town Hall) and the other part of the week from home
- Willing and able to travel to sites within the Trafford Borough and across Greater Manchester
- Flexibility and very occasionally unsocial working hours may be required

Date prepared/revised	New role profile – 03/01/2024
Prepared/revised by	N Kijowski / R Pollard
Job Evaluation	TBC

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.