

Job Description: Organisational Development Adviser

Reports to: Head of Organisational Development and Employee Experience

Directorate/Team: Assistant Chief Executive

Grade: 5

Job Purpose:

To support the Head of OD and Employee Experience to lead the design, implementation, and continuous improvement of performance and development processes across the organisation. The postholder will play a key role in embedding a high-performance culture, at ease with giving and receiving feedback, through innovative organisational development strategies. They will bring expertise from high-performing organisations and, ideally, an occupational psychology background to ensure evidence-based, impactful interventions. The role will also support the organisation in understanding its current and future workforce capabilities through skills audits and strategic workforce planning.

Core Accountabilities:

- To support the Head of OD and Employee Experience to lead the development and implementation of organisational development strategies that drive high performance and continuous improvement.
 1. Design and manage performance and development frameworks that align with organisational goals and values.
- Provide advice and support to senior leaders and managers on OD and performance-related matters.
 2. Contribute to the delivery of the team's strategic objectives and the wider organisational business plan.
 3. Model the organisation's values and work in accordance with health and safety, equality, diversity, inclusion, and environmental policies.
 4. Undertake any other duties appropriate to the post.

Post number: 123456

Specific Accountabilities:

1. Design and embed performance management processes that support a culture of accountability, development, and excellence.
2. Lead the implementation of continuous performance conversations and feedback mechanisms across the organisation.
3. Develop and deliver organisational development interventions, including leadership development, team effectiveness, and change management programmes.
4. Use data and analytics to evaluate the impact of OD initiatives and inform continuous improvement.
5. Collaborate with HR colleagues to ensure alignment between OD, talent management, and workforce planning.
6. Provide coaching and mentoring to leaders and managers to support behavioural and cultural change.
7. Manage relationships with external partners and suppliers to deliver high-quality OD solutions.
8. Support the development of a learning culture through innovative and inclusive approaches to development.
9. Contribute to the design and delivery of EDI-focused development initiatives.
10. Lead or contribute to cross-organisational projects that support strategic transformation and cultural change.
11. Conduct organisation-wide skills audits to identify current capabilities and future skills gaps.
12. Support the development and implementation of strategic workforce planning processes to ensure the organisation has the right people, with the right skills, in the right roles.
13. Design and implement 360-degree feedback processes to support leadership and personal development.

Relevant Contacts:

- Senior Leadership Team
- HR and OD colleagues
- Programme Management Office
- External consultants and training providers
- Partner organisations in the public and private sectors
- Internal staff at all levels

Person Specification:

Qualifications

- Degree or equivalent in a relevant field
- Desirable: Qualification in Occupational Psychology or related discipline

Knowledge and experience

- Proven experience in implementing and managing performance and development processes in high-performing organisations
- Experience of facilitating and supporting 360-feedback processes to feed into leadership development and accountability
- Strong understanding of organisational development theory and practice
- Experience in designing and delivering leadership and team development programmes
- Experience in using data and analytics to inform OD strategy
- Experience in managing change and supporting cultural transformation
- Experience in conducting skills audits and workforce capability assessments
- A deep understanding of what drives career development, motivation, and how to make people feel at ease with giving and receiving feedback
- Knowledge of principles of psychology, group dynamics, and organisational behaviour
- Desirable: Experience in strategic workforce planning

Skills and abilities

- Excellent project management and organisational skills
- Strong interpersonal and influencing skills
- Ability to analyse complex problems and develop practical solutions
- Excellent written and verbal communication skills
- A credible and strategic thinker with excellent ability to work collaboratively and build strong relationships across the organisation
- High level of emotional intelligence and cultural awareness
- Proficient in using digital tools and platforms to support OD initiatives
- Self-motivated, proactive, and resilient