



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Organisational Development Officer
Job Reference	710656
Service	Chief Executive
Team	Workforce & Organisation Development
Location	Shute End, Wokingham with Home Working
Reports to	Organisational Development Business Partner
Responsible for	N/A
Grade	G8
Contract Type	1 fixed term until 31 st March 2027
Hours	Full Time

Main Accountabilities	
1.	Supports the development and implementation of the Councils Corporate learning framework and training offer.
2.	Co-create training packages and be responsible for the delivery of training, predominantly face to face, to support the Organisational Development programme that will embed a learning culture across the Council.
3.	Work in partnership with Managers and teams across the Council to ensure that learning sessions are coherent, accessible and in-line with industry standards and the evolving needs of staff.
4.	Works with the Council's 3rd party contracts/ providers, ensuring high quality delivery that meets staff needs and ensures value for money.
5.	Design and use tools to evaluate the impact of learning and organisational development initiatives and conduct regular monitoring, reviewing and evaluation of the programme as per agreed objectives.
6.	Collaborates with the Diversity and Inclusion team and staff networks to ensure equality, diversity and inclusion is embedded within the learning offer and OD provisions and meets the needs of all staff.
7.	Develops monitoring report on in house/commissioned training, employee development, wellbeing, and other learning provisions as required to a wide range of stakeholders.
8.	Contribute to the development and rollout of engagement strategies to promote training opportunities available using multiple channels.





9.	Acts as the councils Subject Matter Expert in developing content and supporting the use of learning management systems, platforms and other tools for hosting learning content
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Person Specification	Essential	Desirable
Qualifications	Degree level or relevant professional qualification or expertise	Membership of relevant professional body
Technical Skills.	Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint, and Excel	
	Presentational skills/ public speaking	
	Demonstrable experience of delivering training face to face with some hybrid training options	
Knowledge	Experience of learning management systems, e-learning and system maintenance	Experience of working within a local government setting
	Experience of programme and project management including planning, developing, implementing, monitoring, evaluating and reporting on performance	
Experience	Experience in delivering Wellbeing Strategies covering physical and emotional aspects.	Experience of developing and implementing diversity and inclusion initiatives
	Experience of successful collaboration with colleagues across the organisation and partnership working with external organisations	Experience of coaching staff at all levels
	High levels of organisational ability, including working under pressure and with confidential data	Experience of managing engagement surveys / providers of engagement surveys
	Experience of working successfully with senior leaders and managers	
	Well-developed relationship-building and interpersonal skills with ability to liaise with and influence a wide range of stakeholders	
	Developing and delivering training material for a wide range of subjects	

Purpose Details





Service Purpose	Through the people professionals who work within it, the HR & OD function helps the Council deliver its corporate strategy and objectives by effectively recruiting and developing people, as well as managing the whole employee lifecycle. It provides support in all aspects of people management within a legislative framework, working with managers to embed people-related practices which enable continuous service delivery to our communities, including reward, retention, wellbeing, performance management and professional development.
Role Purpose	These roles will support in developing staff within the Council. This includes delivering Corporate Learning & Development training, Colleague Engagement & Wellbeing initiatives to enhance future workforce capabilities through initiatives aligned with the Corporate Delivery Plan and People Strategy. Through direction from the OD Business Partner the OD Officer will be responsible for the delivery of corporate programmes. These programmes may cover organisational culture, performance management, leadership development, colleague engagement. These roles are crucial for colleague development and shaping the organisational people management frameworks. They require a strong focus on commissioning or hands-on delivery in their respective areas. Success in this role hinges on understanding the Council's needs regarding organisational development and culture and fostering strong relationships with managers and embedding our learning framework. This role will be a 80% delivery role and a 20% design role.

Management and Relationships	
Managed by	This post will receive supervision from the Organisational Development Business Partner.
Supervise	None
Contacts	Post holders will work closely with other members of the Organisational Development Team, but also collaboratively with the wider HR Team. In addition, they will build strong working relationships with managers across the Council, as well as other colleagues where they need to provide advice or guidance.

Resources/Budget Management
N/A

Special Requirements
N/A





Nature of the Role		Details
Work Environment Details		Smart Working

Disclosure and Barring Service (DBS)		Details
DBS Requirement	N/A	
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)	

Re-checks	
N/A	
Evaluation Declaration	
Date of Evaluation:	03.04.2025
Evaluated by:	Nargis Phagura