

Post title:	HR OD Adviser
Grade:	I
Responsible to:	HR Business Partner (OD)
Staff managed:	None
Directorate:	Central Services
Service:	Human Resources and Organisational Development
Job family:	P&T - Professional & Technical P&T - Professional & Technical
Date of issue:	June 2024

Job context

The HR OD service provides a responsive and proactive service, delivering core HR advisory service with a wrap around service model including Human Resources teams delivering Resourcing and Solutions, HR Shared Services, Training and Learning, Pay and Reward, and Organisational Development (OD).

The HR OD service delivers this broad range of functions across five directorates and Assistant CEX services within North Yorkshire Council plus a number of external customers. Providing opportunity to develop a range of knowledge and experience of these functions, the post holder will also develop an understanding of how the HR and OD teams work together to achieve the development of a high performing workforce.

Working in the OD team, the post holder will be involved in whole organisation activity, with a strong focus on shaping our inclusive workplace as well as the wider OD agenda including cultural change management and engagement activity, contributing to the overall delivery of our People Strategy. The team also undertake a number of other activities including supporting and delivering manager engagement events and working with HR OD colleagues to deliver sessions around key elements of our HR policies and to embed our One Council approach in bringing our teams together.

A significant part of the OD agenda is focused on engagement and developing our new culture. The post holder will be involved in and lead on cultural change activities, supporting managers to develop their skills, confidence and competence through OD delivery and engagement. The post holder will be required to contribute to corporate HR OD projects as needed in addition to support managers with OD related work. There is a need for flexibility with post holders working across the authority on a number of activities and projects at any one time. Post holders will be expected to cover all services areas and localities.

Job purpose

The core purpose of this job is to support and deliver a range of HR OD activities with a focus on developing and embedding our one council culture, including Equality, Inclusion and Diversity (EDI) and wellbeing, to effectively meet the organisation's needs. The post holder will provide support to managers and stakeholders to support the efficient and effective delivery of their Service Plans and the People Strategy. The post holder will help to develop a

culture of inclusion and respect in the workplace using engaging materials, and will support managers to develop their skills through provision of professional advice, support and coaching, briefings and engagement related to OD and the wider EDI agenda.

Operational Management:	<ul style="list-style-type: none"> • Contribute to key areas of operational delivery and the work of the wider OD team to support the operational delivery of the People Strategy • Deliver and evaluate EDI related activities and initiatives that contribute towards meeting Equality objectives. • Undertake analysis on workforce data to support proactive management of targets and performance for OD activity • As directed, support the delivery of quality OD interventions, designing and developing resources and providing advice and guidance as appropriate. • Be proactive in the provision of advice and guidance, working with managers, staff and stakeholders to achieve service aims and targets. • Where appropriate, act as a “coach” to managers, supporting and advising managers to effectively manage staff and challenging working practices as required. • Deliver a quality service to external customers as required. • Operate as a reflective practitioner in relation to personal skills and operating practices, as well as engaging in a peer review approach.
Resource management:	<ul style="list-style-type: none"> • Utilise management information to facilitate achievement of objectives; • Responsible for the provision of professional guidance and support to managers and colleagues on activity within a given service area. • Identify and recommend appropriate action to other HR OD colleagues and develop and implement guidance and action plans to enable and facilitate the delivery of key initiatives.
Partnerships:	<ul style="list-style-type: none"> • Contribute to policy development, engagement and implementation process. • Contribute to and represent HR and NYC at working groups, meetings and corporate groups • As appropriate, lead on Directorate and Corporate projects in collaboration with other HR OD colleagues.
Communications:	<ul style="list-style-type: none"> • Responsible for developing and maintaining effective relationships with HR OD colleagues, managers, partners and stakeholders. • As appropriate, acts as a mentor/coach to other staff, leading on development activities for the team as required.
Systems and information:	<ul style="list-style-type: none"> • Requirement to use a range of computer systems including, MS Office, Lagan and the Intranet/Internet. Adopt new ways of working when new systems are introduced, use systems to manage and progress work, analyse and report on relevant data and to maintain effective communication. • To utilise key HR systems and promote benefits of the systems with managers, support managers to use systems and monitor compliance.

Person Specification:

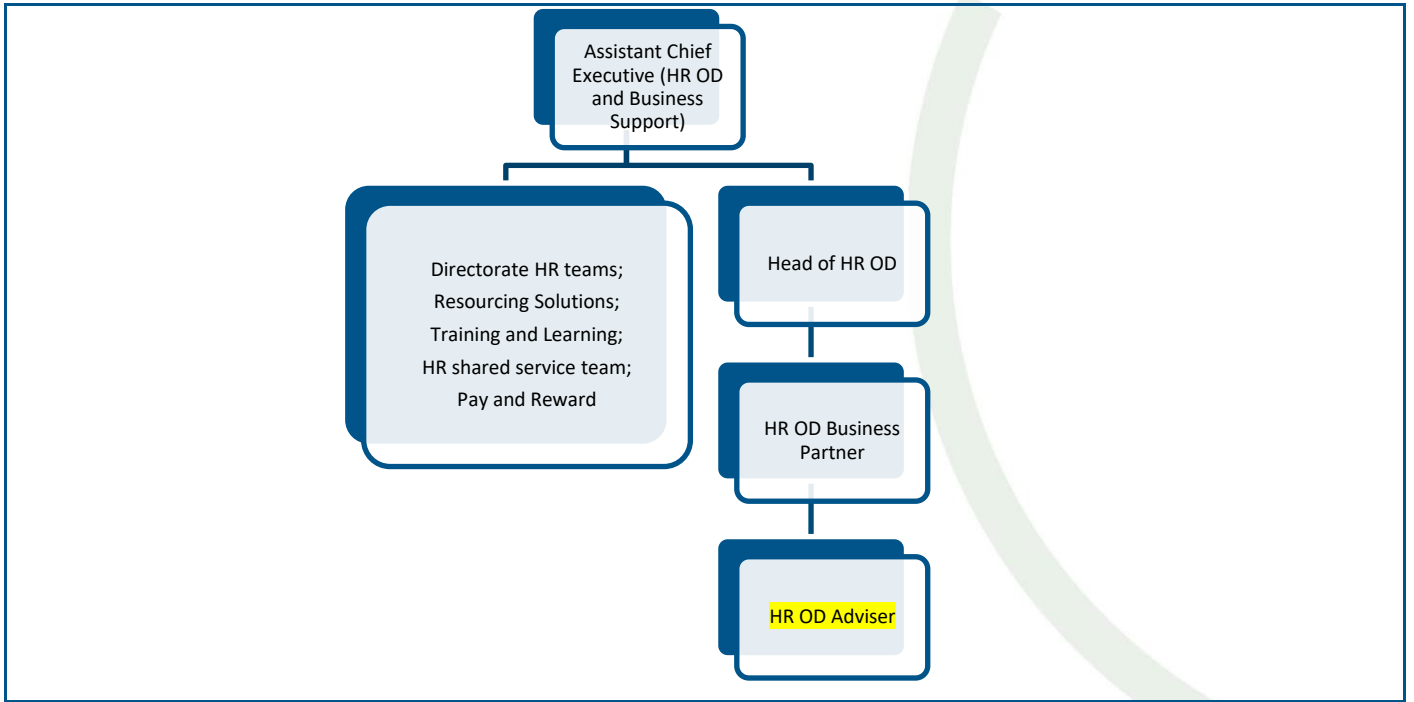
Essential	Desirable
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • In depth knowledge of employment legislation covering a wide spectrum of issues, including the Equality Act 2010 • Good understanding of application of HR Policies/procedures in practice to result in required outcomes • Significant experience of managing and advising on a wide range of HR OD related issues with minimal supervision 	<ul style="list-style-type: none"> • Knowledge of National and Local Conditions of Service • Knowledge of EDI best practice • Knowledge of change management processes • Degree

<ul style="list-style-type: none"> • Successfully leading HR OD projects and taking a risk based approach • Leading/supporting Directorate and Corporate projects • Supporting Directorate strategies/service developments • Experience of advising and supporting managers to address staff issues resulting in desired outcome • Working in a pressurised environment and able to manage a busy workload with competing priorities 	<ul style="list-style-type: none"> • Experience of working in a corporate and political context • Experience of coaching and developing managers • Proven and effective experience in supporting change management programmes
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Policy implementation skills • IT skills and ability to interpret and analysis data • Communication, presentation and interpersonal skills • Problem solving skills and the ability to find innovative solutions • Influencing and negotiating skills • Risk management and assessment • Commitment to the performance management culture with the ability to set high standards, deliver objectives and challenge managers appropriately • A coaching based approach to support managers and develop • Delivering briefings and training to managers • Flexibility and ability to work with ambiguity • Good standard of literacy and numeracy to level 2 or equivalent 	<ul style="list-style-type: none"> • Policy formulation skills • Coaching/mentoring • Commercial skills
<p>Qualifications</p>	<ul style="list-style-type: none"> • HR related qualification or • Graduate or Associate membership of CIPD or equivalent
<p>Behaviours Link</p>	
<p>Other Requirements</p> <ul style="list-style-type: none"> • Self-Motivated • Commitment to Equal Opportunities • Ability to travel around the county • Team worker/collaborative working 	

Career progression:

- At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching.
- As a large council we have a range of roles, including across our HR & OD service, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.

Structure



NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.