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| Opportunity Details |  |
| **Opportunity Title** | Organisational Development Support Officer |
| **Department/Service** | People Services |
| **Address** | 5 Strand, London, WC2N 5HR |
| **Short Description:** | This role will support the delivery of the Council’s organisational development (OD) and learning and development (L&D) functions to contribute to, and influence, improved performance in the workplace at an individual, team and organisational level. The role is future focused, understanding the business context / culture and has a good grounding across the whole training and learning cycles. |
| **FULL Job Description** | The role will work alongside colleagues who specialise in Human Resources, and is supported by OD Advisors within the People Services Team.  By the end of the Apprenticeship you have developed the skills, knowledge and behaviours needed to identify learning / training needs, designing / sourcing training and learning solutions, delivering and evaluating training, and working with stakeholder / business area managers.  Key responsibilities:   * Support the delivery of the corporate Induction Programme to welcome new starters to the Council. * Support the delivery of the Westminster Apprenticeship Academy, using the apprenticeship levy as an opportunity to forecast our skill gaps and design new ways of recruiting and developing high quality apprentices. * Support the delivery of our learning and development offer to develop skills through tailored programmes enabling individuals to perform effectively in their roles both now and in the future. * Support the management and development of our Learning Management System (LMS) * Support the delivery of other organisational development projects as required including diversity and performance management. |
| **Number of positions available** | 1 |
| **Hourly Wage:** | Level 3 - £8.80 per hour 36 hours per week |
| **Working Week:** | 36 hours per week, Monday-Friday |
| **Future prospects description:** | L&D/OD Practitioner/Advisor leading to Consultant/Business Partner. |
| Service Details |  |
|  | The People Services Team at Westminster Council is part of a wider Corporate Services Directorate that provide services for all of the Council.  People Services includes specialist Human Resources (i.e. employee relations, reward, and strategic recruitment), Occupational Health and Organisational Development.  People Services has approximately 30 staff with, operational HR services provided by an external organisation. |
| **Service website** | www.westminster.gov.uk |
| About the Candidate | |
| **Skills required:** | * Management information and technology * Communication and Interpersonal * Teamwork and collaboration |
| **Personal Qualities:** | * Proactively look, listen and question to understand and learn. * An interest in new ideas and techniques, seeking and taking on board feedback, identifying areas for self-development. * A willingness to explore and take risks to learn something new * An energy and enthusiasm for their work, ensuring the focus is always on delivering the best learning outcomes and impacts. * Responsiveness and flexibility to changing business and learner needs. * Personal resilience to manage competing priorities. |
| Additional Detail | |
| **Important Other Information**. | The successful apprentice may be eligible to apply for Associate membership of the Chartered Institute of Personnel and Development (CIPD) or any other professional body that recognises this apprenticeship within its membership criteria (membership is subject to the professional bodies own membership requirements).  Apprentices without Level 2 English and Maths will need to achieve this prior to taking the end point assessment. |