

JOB DESCRIPTION



TITLE: People Strategy & OD Officer

POST NUMBER: PREF106491

DEPARTMENT: Population Wellbeing

DIVISION: Customer & Organisational Development

UNIT: People

TEAM: Workforce Strategy & Design

RESPONSIBLE TO: Workforce Strategy Lead

GRADE: M1

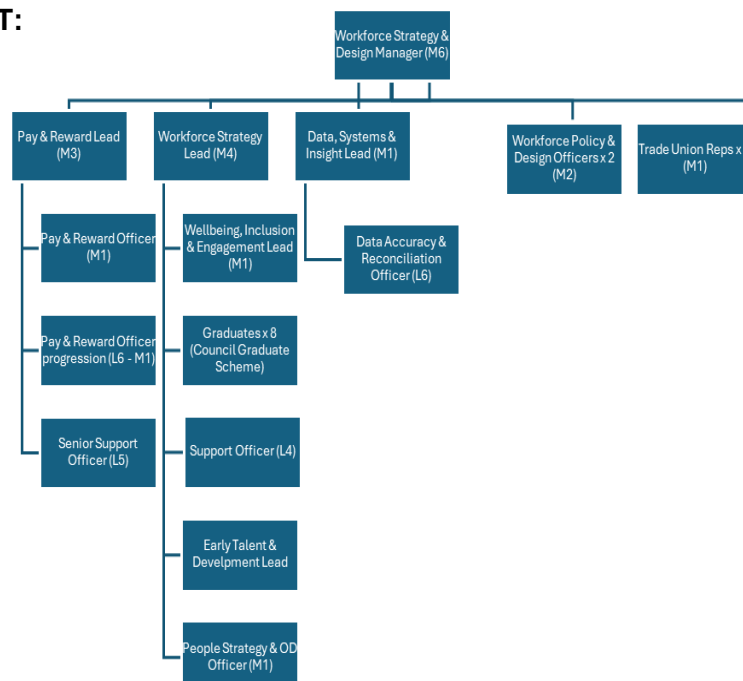
PURPOSE OF POST:

To provide high quality operational and project support to the Workforce Strategy and Design Team, assisting in the development, implementation, monitoring and evaluation of strategic people projects for workforce capability, culture, organisational development, employee engagement, wellbeing, inclusion, culture change and early talent initiatives.

This role involves coordinating and delivering projects aligned to the organisation's people strategy, ensuring effective implementation, stakeholder engagement, and continuous improvement across key priorities such as workforce planning, inclusion, employee engagement, and organisational development. Contribute to implementing and reviewing the Council's People Strategy, by providing expert advice, support and guidance on Organisational Development (OD) and leadership initiatives within the Council, with a focus on improving organisational capacity and capability of managers and employees to deliver the very best services to the people of Luton.

Working closely with managers, employees, partners and external stakeholders, the role will ensure effective coordination, governance, communication and performance reporting across a range of workforce-focused initiatives.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

- 1. Strategy and Project Support** 40%

Provide project support for the People Strategy including developing and maintaining project plans, timelines, and risk logs. Monitor progress against milestones and proactively address issues or delays. Ensure projects are delivered on time, within scope, and aligned to organisational priorities. Organising and co-ordinating external and internal workshops, project groups, gathering performance and KPI/data collection for progress and status reports. Lead communication activities related to the People Strategy to the workforce and updates to senior leaders.
- 2. OD Delivery** 40%

Support the planning and delivery of people strategy projects from initiation through to completion. Plan, design and implement identified organisational development (OD) and change projects, to meet organisational needs in accordance with our People Strategy workstream priorities. This includes contributing to the development of leadership and management development programmes, facilitation of cross-functional project groups, ensuring that project requirements are clearly defined and risk managed, monitoring implementation and evaluating impact in a timely and effective manner.

Provide OD advice, guidance and project management support to help the organisation meet new business demands and transformational change. Develop innovative and effective solutions that are informed by best practice and are consistent with relevant guidance, policy, and legislation.
- 3. Data Analysis and Insight** 10%

Collect, analyse, and interpret workforce data to inform decision-making.

Produce reports, dashboards, and presentations to track progress and outcomes.

Use insights to recommend improvements and inform future strategy. Assist in the review and development of people-related policies, frameworks, and processes.

Ensure alignment with legal requirements and best practice. Support implementation and communication of policy changes, conducting stakeholder interviews and document analysis. Maintain and update databases, dashboards and spreadsheets; collate and analyse data for management reports.
- 4. Stakeholder Engagement** 5%

Support stakeholder consultations, workshops, and engagement activities. Act as a point of contact for project-related queries and updates. Build effective working relationships with internal stakeholders (e.g. HR teams, managers, senior leaders).

Develop communication materials to support people initiatives and change programmes. Help embed new ways of working through training, guidance, and engagement activities.

5. Service Improvement

5%

Stay informed on HR trends and best practice to inform project delivery.

Evaluate the quality, impact and effectiveness of OD/People Strategy projects against identified standards and use appropriate benchmarking methods to measure return on investment.

Ensure the Council's commitment to equality of opportunity is integrated into all areas of OD activity, in accordance with integrated impact assessments and Equalities legislation.

DIMENSIONS:

Supervisory Management: None

Financial Resources: None

Physical resources: Council or external training equipment, digital tools

Other: Approx. 2,900 employees (excluding schools and academies)

CONTEXT:

The People Strategy & OD Officer is part of the Council's People Service, which plays a key role in delivering both operational and strategic people-related functions across the council.

This role sits within the Workforce Strategy and Design team which leads on implementing the council's People Strategy and is also responsible for pay and reward, workforce policy, early talent and HR data systems.

The post holder will carry out a wide range of project delivery and support activities to help deliver the team's priorities. They may also be required to contribute to initiatives across the wider team or People Service as needed.

Flexibility is essential as workload levels can vary. Whilst the team works together when in the office, home working or working from alternative sites are common, and it may be necessary on occasion for the post holder to attend events or work at alternative sites.

The post holder will undertake duties according to Council policies & procedures and will pay particular attention to compliance with the Council's Equality and Equal Opportunities policies health and safety at work requirements, GDPR and Data Protection Act.

The role requires building and maintaining constructive working relationships, including close collaboration with other teams within the People service to ensure effective service delivery

The post holder must also observe the legal framework in which the council operates and their own obligations within this including:

- Health and Safety at Work requirements,
- Data Protection Acts 2018, General Data Protection Regulations (GDPR)
- Equalities Act 2010, Equal opportunities legislation and guidance.

Much of the work handled in this role is highly confidential, so strict adherence to GDPR and secure handling of personal data is essential.

Physical Effort: N/A

Working Environment: Home and Office Based. This role is suitable for hybrid working

Person Specification: People Strategy & OD Officer

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two equally good candidates

Please make sure you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria, when completing your application form.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	In-depth experience of developing successful organisational development initiatives in a large service organisation, contributing towards the implementation of corporate HR/OD strategies, and continuous improvement initiatives Demonstrable experience of delivering leadership development activity and presentations to senior management	1, 2 1, 2	Experience of working in local government Experience supporting change management or culture initiatives	1,2
Skills/ Abilities	Able and effective communicator including consultation, presentation, facilitation, influencing and listening skills, advising, engaging and retaining the interest of people at all levels Able to research, analyse information and data, produce reports identifying complex changing service requirements, and deliver practicable, cost and time-efficient solutions Able to understand and apply latest OD techniques and methodology and formulate leadership development opportunities for existing and potential leaders and managers Able to plan, organise and prioritise complex workloads to meet competing deadlines and targets, and work effectively as a team member in a busy office environment Able to apply project management tools and techniques from proposal through to completion.	1, 2 1, 2 1,2 1, 2		
Equality Issues	In-depth knowledge of equality issues and legislation, integrating equality into organisational development strategy and practice and maintaining a personal commitment to equal opportunities, inclusiveness and fairness	1, 2		

Specialist Knowledge	In depth knowledge of organisational development theory and methodology, impact evaluation and performance management Knowledge of project management methodologies (e.g. PRINCE2, Agile).	1, 2 1,2	•	
Education and Training	Organisational development or project management qualification level 4 or equivalent experience	1, 2, 4		1, 2, 4
Other Requirements	Willingness to continue developing and embracing new skills and activities	1, 2	Evidence of continuing professional development	1,2

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Jobholder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to (i) Equal Opportunities; (ii) Health and Safety; (iii) Data Protection Act 2018.