**TITLE OF POST: ORGANISATIONAL DEVELOPMENT MANAGER**

**GRADE: POG SCP 41 -44**

**RESPONSIBLE TO: HEAD OF LEARNING AND ORGANISATIONAL DEVELOPMENT**

**MAIN PURPOSE OF JOB:**

The Organisational Development Manager is responsible for ensuring the management and delivery of the Service’s learning and organisational development business to support the vision and delivery of Creating the Safest Community.

Reporting to the Head of Learning and Development you will contribute to our strategic goals by shaping and driving the learning and organsiation agenda, through the management departmental strategies as well as ensuring efficiencies and quality service at all times.

# 1 MANAGEMENT DUTIES (GENERAL POLICY)

* 1. To promote the Service Vision, ‘Creating the Safest Community’.
  2. Supporting the Head Learning and Organisational Development to efficiently manage and deliver departmental activities within the Service.
  3. Working closely with the Head of Learning and Organisational Development to manage the implementation of the Authority’s strategic and Integrated Risk Management Plans.
  4. Supporting the Head of Learning and Organisational Development in the development and evaluation of strategic organisational projects and activities relative to the work of the learning and organisational development department by applying appropriate management strategies.
  5. Manage the development and implementation of relevant departmental policies and procedures in line with relevant national policy and ensure compliance in relation to all relevant regulations and legislation.
  6. Supporting the Head Learning and Organisational Development in the preparation, monitoring and review of revenue and capital budgets as appropriate.
  7. Continuously review working practices to identify and lead on change programmes to promote continuous improvement.
  8. Encourage appropriate and robust quality and assurance systems within the department.
  9. Establish, develop and maintain positive and effective liaison links with appropriate organisations and partners as required.
  10. Prepare and produce quality management reports for consideration by the Fire Authority, Senior Management Team and other groups.
  11. Manage the implementation of strategically sound business continuity plans which offer an appropriate level of resilience to the Service, where required.
  12. Working with the Head of Learning and Organisational Development to drive the performance of our people through transparent, structured Personal Development Plans. Manage performance through objective setting, timely reviews and where required structured development plans.
  13. Ensure complete compliance with the Data Protection Act and to ensure data security is maintained.
  14. Undertake any other duties as directed

**2. ROLE SPECIFIC DUTIES**

* 1. Contribute to business planning and produce and/or contribute to the writing of reports for committees/panels and lead policy reviews as appropriate, develop and secure agreement to new HR and L&OD policies
  2. Develop and support the implementation of the organisational development strategy and contribute to the design of the implementation plan
  3. Continue to develop succession planning roadmap and support development of leadership behaviours across the Service, through successful management of the “Engage” programme.
  4. Lead the implementation of talent management strategies and the development and delivery of initiatives to support the attraction, development and retention of Service talent.
  5. Manage projects in accordance with the Services definition and/or contribute to project delivery as a team member and initiate new developments which improve Service quality and efficiency and contribute to Service improvement.
  6. Provide advice to managers at all levels on appropriate HR and L&OD matters and ensure that policies/procedures/instructions support the achievement of Service objectives.

1. **HEALTH AND SAFETY (GENERAL POLICY)**
   1. By reference to current health and safety legislation and the Service's Health and Safety Policy to

ensure that all employees:-

* 1. Take reasonable care for their own health and safety.

3.3 Consider the safety of other persons who may be affected by their acts or omissions and to

Cooperate with their employer to perform and comply with any duties or requirements imposed

upon them.

* 1. Work with machinery, equipment and substances in accordance with information and training

provided.

* 1. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for

the purpose of health, safety and welfare.

* 1. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety

arrangements, to a responsible person without delay.

* 1. Conduct line management responsibilities in relation to Section 2.1 of the Service’s Health, Safety

and Welfare Manual.

1. **EQUALITY AND DIVERSITY (GENERAL POLICY)**

4.1 To be responsible for managing equality and diversity policies through leadership and a positive attitude to secure continuous improvement in organisational culture.

4.2 To ensure an understanding and commitment to diversity and equality in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.

4.3 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.

4.4 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

1. **SAFEGUARDING**   
   1. To promote the application of the Authority’s Safeguarding Policies.

**6 ENVIRONMENT STRATEGY**

6.1 To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.