**ORGANISATIONAL DEVELOPMENT MANAGER**

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| **CATEGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/**  **QUALIFICATIONS** | Membership of the Chartered Institute for Personnel and Development to graduate level or higher or substantial demonstrable experience of working to current legislation and good personnel/occupational psychology practice relevant to the duties of the post. | AF/I/C |
| **WORK EXPERIENCE** | Experience of providing advice to managers at all levels on the interpretation and application of corporate policies, processes, conditions of service and best practice with presence, resilience and credibility.  Experience in the provision of an organisational development service at a senior level together with a comprehensive knowledge of the application of conditions of service and current employment legislation in a large multi-functional organisation.  Experience of leading and delivering change management initiatives, focusing particularly around culture change, in a large, multi-site environment, using recognised project and programme management practices.  Experience of planning, implementing and monitoring an organisational development strategy that is particularly focused around engagement, leadership, culture and a change management agenda (demonstrating and realising value for money).  Experience of managing, motivating and developing professional and other staff. | AF/I    AF/I  AF/I  AF/I  AF/I |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | Effective written and oral communication skills in order to write reports and correspondence.  Excellent stakeholder management experience in order to develop, champion and maintain effective engagement and working relationships at all levels and in negotiating with and influencing stakeholder groups on complex issues across all levels of an organisation.  Analytical skills in order to undertake research and provide concise summaries of findings.  Numerical skills in order to monitor budgets and to provide and interpret statistical information.  Effective organisational skills in order to manage workloads and meet deadlines, as required.  Proven project management skills and an awareness of project management tools and methods.  Sound knowledge of appropriate employment legislation dealing with employment protection and discrimination and how these might impact on change management initiatives and the work of the organisational development function.  An understanding of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. A commitment to ensuring relevant policies are implemented and adhered to. | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **OTHER** | Must be able to work to a flexible working scheme, which may include some weekends/evenings. | AF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates