

Newcastle City Council
Job Description



Post title: Organisational Development – Lead Specialist YHN (AA3535)
Directorate: Workforce and Inclusion
Division: Organisational Development
Responsible to: Director – Workforce and Inclusion
Responsible for: N/A
Evaluation:: 672 points **Grade: N11**
Job purpose: To lead in the improvement and organisational development of YHN and workforce through diagnosis and intervention, development and delivery of effective communication and engagement of workforce and organisational development strategies and plans, policies and practice.

Principal Accountabilities:

Corporate

- (i) To lead in the diagnosis, development, implementation and review of corporate Human Resource Management, Organisational Development and other related strategies and plans.
- (ii) To undertake Corporate and Directorate specific projects.
- (iii) To advise, mentor and enable senior managers to implement change effectively ensuring appropriate staff engagement and internal communication, change management and organisational development techniques are used.
- (iv) To develop policy and practice to support continuous improvement, high performance and organisational development.

Directorate

- (v) To work collaboratively with all parts of the Division to support change management and the development and improvement of the council and YHN.
- (vi) To assist work allocation, advice and personal development of HR and OD staff on a project or assignment and personal development basis and ensure the effective programme management of projects across the Division and for the benefit of YHN.
- (vii) To help review the performance and effectiveness of the division including the generation of income and the VFM provision of services.

- (viii) To promote and implement the Council's and YHN's Equalities Policies in all aspects of employment and service delivery.
- (ix) To ensure, as far as is reasonably practicable, that the prevention of crime and disorder (including anti-social behaviour adversely affecting the local environment) is appropriately reflected in all Directorate policies, service plans and activities.

External

- (x) To conduct research to inform improvements in the Council and YHN.
- (xi) To represent the Council and / or Directorates / YHN on external bodies, if required.
- (xii) To deliver a service to external not for profit customers if required.

July 2022