

Organisational Development Officer Apprenticeship

Purpose

To undertake a Business Administration Level 3 Apprenticeship, lasting up to 2 years. This apprenticeship is linked to our Organisational Development Officer Role (N5).

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To provide advice and guidance on matters relating to employee support, wellbeing and health, organisational development and the learning management system (LMS).
2. To provide and analyse employment and staffing data and trends to inform HR and OD service delivery, plans and priorities, including the provision of statistical reports.
3. To review, design and deliver the Council's Employee Support Programme, including direct support to redeployment candidates.
4. To coordinate, advise and support managers on all aspects of wellbeing and health and to contribute to the design and development of wellbeing initiatives, including health checks and the health advocate network, including training of health advocates where required.
5. To assist with the maintenance and development of OD procedures and systems (including the LMS).
6. To account for the Health and Wellbeing budget, reporting any potential issues to the OD Lead Specialist.

7. To manage the coordination and production of written reports to support relevant meetings, for example Council Joint Committee.
8. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.