

Job Description

JOB TITLE:	Head of Organisational Development and Learning (OD)
GRADE:	P
POST NUMBER:	
DIRECTORATE:	Resources
SERVICE:	Human Resources and Organisational Development (HROD)
RESPONSIBLE TO :	Director of HROD
RESPONSIBLE FOR:	The OD and Learning Team
	DBS Basic required This post is politically restricted
JOB SUMMARY:	Provide strategic and operational leadership for organisational development, learning and workforce EDI across the Council. The postholder will shape a modern, inclusive and high-performing organisational culture working directly with the senior leadership team, leaders and people managers, the transformation team and wider HR service. Contribute to the management and leadership of the wider service as part of the HR Departmental Management Team.
ROLE REQUIREMENTS:	
1.	Lead the development and implementation of the Council's Organisational Development and Learning Strategy, ensuring alignment with the Corporate Plan, Council Improvement priorities, People Strategy, Workforce to Reflect the Community Strategy (WTRC) and Council equality objectives.

2.	Lead and manage the work of the OD and learning and development teams ensuring that there is alignment of team plans and individual work plans with the priorities for the team and the wider HR and OD service.
3.	Manage the OD and Learning and Development service budget, ensuring appropriate financial forecasts using data and evidence, planning annual budgets against priorities, managing commissioning budgets and contracts, directing the work of the team.
4.	Lead the team to design and oversee a comprehensive annual and structured learning offer for leaders, managers and employees, including management development, digital capability, and inclusive leadership programmes ensuring that it is data informed, and needs led.
5.	Lead the capacity within the team for effective learning and development commissioning and contracts / provider performance management ensuring that the council achieves value for money and the best balance of in-house delivery with external expertise.
6.	Lead the team to ensure expert OD, culture change and change management consultancy and services to senior leaders, leaders and managers to ensure that the council achieves its improvement and transformation priorities. This includes working with the Director of Transformation and team to ensure OD is central to change and transformation programmes and projects.
7.	Lead the team to establish frameworks for effective workforce planning, succession management, and career pathways, ensuring critical skills and future-ready talent working alongside the resourcing and talent acquisition team. Putting into place programmes that support career development especially in underrepresented areas of the workforce in line with the WTRC strategy.
8.	Lead the strategy and team to deliver programmes including the councils Graduate Programme, Apprenticeship Strategy and work placements.
9.	Drive a culture of high performance through effective appraisal approaches, employee engagement and people survey initiatives, talent management, and leadership capability. Work with HR colleagues to improve engagement and wellbeing outcomes. Driving the work of the team to collect, analyse and report data and insights to inform improvements at both corporate and directorate levels.

10.	Lead the team to drive and embed the Council's WTRC strategy throughout all OD and learning activity, ensuring inclusive access and measurable outcomes. Ensure that the Employee Networks are co-ordinated, supported and have the resources to ensure the voices of employees are listened to and acted upon.
11.	Develop robust evaluation methods to demonstrate impact and value for money, reporting to senior leadership and members on progress against strategic goals.
12.	Build strong internal and external partnerships, including CMT, directors, other corporate functions, trade unions, professional bodies, and regional / national networks.
CORPORATE RESPONSIBILITIES	
13.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
14.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
15.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
16.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
17.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
18.	Deputising where applicable for the Director of HROD.
19.	Adherence to the Council's commitment to the health, safety and welfare at work policy.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

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Requirements	Person Specification for the Post of	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Experience	Substantial senior leadership experience in organisational development, learning and workforce strategy in a large, complex organisation.	E	A / T / I
	Proven record of designing and implementing large-scale OD and learning programmes that deliver measurable improvement.	E	A / I
	Experience of leading organisational change, culture transformation and leadership development initiatives.	E	A / I / T
	Evidence of developing workforce and talent planning frameworks.	E	A / I
	Experience of managing teams, budgets and suppliers to deliver value for money.	E	A / I
	Track record of embedding equality, diversity and inclusion into people	E	A / I / T

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	strategies and workforce initiatives. • Experience working within local government or the wider public sector. • Experience using technology-enabled learning solutions and digital transformation in L&D. • Experience working in politically led environments and influencing senior stakeholders.	D E D	A A / I A
Knowledge	• Comprehensive understanding of OD and learning theory, practice and trends. • Excellent strategic thinking, problem-solving and analytical skills. • Strong influencing, coaching and facilitation capability with senior leaders. • Financial and commercial awareness; ability to demonstrate return on investment for learning and OD initiatives. • Excellent communication, negotiation and presentation skills. • Up-to-date understanding of	E E E E E E	T I/A A / I A / I A / I / T A / I

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	employment law, workforce planning and equality legislation. • Familiarity with the London borough workforce context and regional HR networks. • Understanding of change methodologies such as Agile, Lean or Appreciative Inquiry.	D D	A / I A / I
Qualifications & Experience	• Degree or equivalent qualification • Chartered membership of the CIPD (Level 7) or equivalent professional qualification in OD or Learning & Development. • Postgraduate qualification in organisational psychology, leadership, or public administration. • Coaching qualification.	E E D D	A A A A
Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	

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We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	• Collaborative, empathetic and able to build trust across diverse teams.		I / T
We are OPEN and transparent	• Inclusive and values-driven leader. • Credible, confident and politically astute.		I I / T
We are WILLING to challenge, innovate and be accountable	• Results-focused with a commitment to continuous improvement.		I
We empower each other to be EXCELLENT and go the extra mile	• Resilient, adaptable and able to lead through ambiguity. • Personally committed to learning and professional development.		I I
We RESPECT all communities, they are the heart of everything we do	• Leadership of the team and service that connects their work and contributions to the best possible outcomes for residents and communities.		A / I
Additional Requirements	• To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible.		

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	• To comply with the requirements relating to political restrictions for this role.		
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