**Role Profile**

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| **Job Title:** Organisational Development Business Partner |
| **Department:** Resources |
| **Reports to:** Head of HR & OD |
| **Grade:** 5 |
| **Staff responsibility:** None |

**Organisational Structure**

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| Director of Resources |

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| Head of HR & OD |

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| OD Business Partner |

**Job Purpose**

To provide a comprehensive business partnering and advisory service to The Cairn Group which positively transforms the way we deploy, develop and manage our workforce.

To support business change with early liaison and planning, ensuring that teams, leaders and all colleagues receive a professional, people focused and efficient service.

To identify priorities and solutions for delivery through the People Strategy Action Plan and project delivery. Determining and agreeing with the Head of HR & OD a programme of work which support positive cultural change and continuous improvement in accordance with the Association’s strategy, vision, value and business goals.

Responsible for Corporate L&D training and initiatives, including design, procurement, and delivery. Ensure there is an effective process to enable the completion of mandatory training and allow effective recording and reporting.

To promote leadership accountability, talent development, business partnering, effective performance management and positive employee relations.

**Key Accountabilities**

* To provide an effective business partnering and operational advisory OD service across The Group, tailored to business needs, taking account of transformation priorities and change plans
* To identify interventions to meet the needs of the employee life-cycle from attraction, recruitment, induction, learning and development, life stage and career planning, and retirement.
* To promote people planning taking account of workforce demographics, succession planning and workforce optimisation.
* To design and roll out of corporate training programmes in line with organisational priorities.
* To work with SMT, Managers, and other members of staff to identify skills gaps as well as development opportunities.
* To assess and report on the effectiveness of training undertaken within the Group and look for solutions to optimise effectiveness.
* To identify organisational priorities and solutions to be delivered through the People Strategy Action plans, to support the Group in meeting their goals and objectives
* To support Cairn’s Performance & Development process through planning and budgeting for an annual programme of related training.
* To develop and ensure effective use of the PPD process and systems.
* To implement a framework for 360 degree feedback and continuing with the integration of behavioural based competencies into organisational processes and systems
* Budget responsibility for corporate training planning and delivery against spend.
* To develop staff potential through the provision of a range of methods including training, coaching, mentoring self-development, on the job development, and e-learning.
* Responsible for the development and effective utilisation of the Associations eLearning system.
* Regularly undertakes research in relation to organisational development, including upcoming best practice and benchmarking with other organisations to add value to our internal OD services.
* Manages and prioritises own workload, consisting of organisational development, learning and development and project-based responsibilities to meet required deadlines and objectives

**Person Specification**

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| **Education** |
| * Appropriate professional qualification in Organisational Development e.g. CIPD or 4 years’ experience |
| **Experience** |
| * Proven experience of creating policies and procedures in line with best practice * Working independently and managing own workload * Experience of supporting teams and or individuals through change * Experience of sourcing external training and development solutions * Ability to influence and persuade individual and senior team members, adapting personal style to meet different situations * Experience of providing detailed reports and analysis of statistical information * Experiencing of utilising performance management and HR systems * Knowledge of Succession Planning * Experience of identifying training requirements finding solutions |
| **Knowledge** |
| * Knowledge of Organisational Development processes and practices * Knowledge of training, coaching and L&D practises |
| **Skills and Abilities** |
| **Essential**   * Experience of identifying and rolling out appropriate OD solutions * Experience of managing business through organisational change * Experience of developing and facilitating learning & development workshops and sessions as part of Organisational Development projects * Ability to influence and persuade at all levels and adapt personal style to meet different situations * Experience of providing detailed reporting and analysis of statistical information * Previous experience of managing performance management process and systems effectively * Experience of creating effective policies and procedures in line with best practice * Flexible to change and ability to manage high workload and conflicting priorities. * Ability to work independently * Effective project management skills   **Desirable**   * Excellent presentation/facilitation skills * Experience of controlling and managing budgets * Confident in presenting to groups at all levels * Good organisational and problem solving skills * Knowledge of the Cornerstone Performance Management System or similar and HR systems |
| **Personal Qualities** |
| * Ambition (is driven to do well, be effective, achieve, succeed and progress quickly through the organisation) * Analytical Reasoning ( is driven to do well, be effective, achieve, succeed and progress quickly through the organisation) * Compliance ( adheres to policies and/or procedures, or seeks approval from the appropriate authority before making changes) * Delegating (appropriately designates responsibility and refers problems or activities to others for effective action) * Developing Others (develops subordinates' competence by planning effective experiences related to current and future jobs, in the light of individual motivations, interest and current work situation) * Empathy (understand the feelings and attitudes of others and is able to put oneself in others' shoes). * Innovation (is change-oriented and able to generate and/or recognize creative solutions in varying work-related situations). * Integrity (maintains and promotes organisational, social, and ethical standards and values in the conduct of internal as well as external business activities) * Listening (draws out opinions and information from others in face-to-face interaction) * Communication (is proficient in both written and verbal communication) |

**Core Competencies**

* Put our customers first
* Strive for excellence
* Be accountable
* Think and act as ‘one team’
* Demonstrate respect
* Achieve work/life balance