

**Job Description**

**1.** **JOB DETAILS**

**Job Title: Organisational Development (OD) Business Partner**

**Location: Based in one of our regional offices – Edinburgh, Bellshill or Inverness**

**Team/Directorate: HR & OD**

**Responsible To: Service Lead HR & OD**

**Responsible For:** N/A

# 2. JOB PURPOSE

Provide a comprehensive OD business partnering and advisory service to The Cairn Group which is aligned to business plans and positively transforms the way we deploy, develop and manage our workforce as well as supporting change and identifying areas and solutions for continuous improvement.

Working in partnership with the Senior Management team (SMT) and Extended Management Team to plan and drive organisational change and improvement.

### 3. KEY RESULT AREAS/ PRINCIPAL DUTIES AND RESPONSIBILITIES

* Support the Service Lead HR & OD with the creation of strategies by identifying future business needs and direction to support continuous improvement, effectiveness and organisational success.
* Manage and implement the delivery of both strategic and transformational OD projects, which support organisational success and future proofing through delivery of the People Strategy Action Plan.
* Develop and sustain strong working partnerships with Senior Management and Extended Management to provide advice around people planning, including identifying skills gaps, succession planning, workforce demographics, and development opportunities with clear career pathways, to support the continuous development of an effective, engaged workforce.
* Influence SMT decisions and organisational priorities by identifying needs in the business using research, reporting and options appraisals. Analysing this information to produce and present sound business cases, to ensure identified improvements are implemented.
* Drive and promote the OD service across the Group by working in partnership with key stakeholders to identify departmental / individual development needs and to ensure tailored initiatives and solutions have full support and understanding ahead of implementation.
* Develop and integrate a consistent approach to the provision of Learning and Development, Training needs analysis (TNA) and recording of records to embed skills and evaluate the impact of these measures across The Group to support the development of our people.
* Plan and design corporate training to all employees in The Group, tailored to differing levels of knowledge, and deliver through the appropriate channel such as on-line, eLearning, workshops, etc., to support organisational priorities and develop skills within the workforce.
* Develop and sustain strong working partnerships with all external stakeholders to support the delivery of contracts, ensuring the agreed service and outcomes are being delivered, are effective, and within agreed service level agreements.
* Review, develop and monitor the effectiveness of the Performance Management (PPD) process, including designing and maintaining a framework for 360-degree feedback for managers, reviewing behavioural based competencies regularly to ensure they are fit for purpose, and analysing completion rate reports, to ensure all staff are engaged with the process and identify where improvements can be implemented.
* Produce reports in order to provide statistics to SMT and the Board on monthly KPI’s and analyse data to identify trends and areas for improvement, then put in place / recommend solutions (against benchmarks/ goals), to improve future performance.
* Implement and develop OD systems such as PPD and the eLearning system to ensure they are fit for current and future purpose, support and develop staff and are in line with legislation.
* Monitor and control relevant budgets to meet departmental constraints and value for money.
* Manage the creation of relevant OD and L&D policy and procedures and periodic updates of existing policies and procedures, to ensure they adhere to and promote the Organisation’s legislative agenda.
* Research in relation to organisational development, including upcoming best practice and benchmarking with other organisations to add value to our internal OD services.

**3.2 Key Performance Indicators**

# Responsible for the monitoring and reporting of relevant KPI’s including PPD completion and Staff training completion (mandatory and other).

* Responsible for the delivery of the OD objectives in the People Strategy Action Plan and for supporting other strategic projects identified through the business plan.
* Responsible for the effectiveness and development of the eLearning system and effectiveness of Corporate training based on TNA.
* Responsible for the provision of relevant management information and data to SMT and Board for effective business planning, monitoring and management purposes.
* Responsible for delivering agreed Business Partnership meetings with all stakeholders.

Responsible for developing policies and procedures and updating periodically when required.

# 3.3 Key Contacts – Internal & External

* All staff – Inc. Managers and SMT
* Board
* CIPD
* System Providers – Cornerstone, learnPro, Assess Development, win pro
* Training Providers

# 3.4Health & Safety

* Ensure that Health and Safety guidelines and fire regulations are strictly adhered to.
* Comply with safe working practices as defined by Cairn Housing Group.
* Complete online training as and when required.
* Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work.
* Report any accidents, incidents or near misses as soon as reasonably practicable.

# 3.5 General

* Be aware of and always adhere to Cairn Housing Group policies.
* Take part in progress/performance reviews throughout the year.
* Cooperate with other Cairn Housing Group departments.
* Attend training courses and complete online training modules as required to meet the requirements of the post.
* Take responsibility for own personal development, seeking out opportunities to learn new skills.
* Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role.

**3.6 Other**

* Always apply the Cairn Housing Group values and behaviours to every aspect of the role.
* Promote and maintain the brand standards of Cairn Housing Group

**Organisational Development (OD) Business Partner**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications and specific training | Extensive experience in an Organisational Development role | CIPD Membership  Professional qualification in Organisational Development |
|  | * Substantial experience of managing and delivering strategic projects. * Substantial experience of working in business partnership with senior management and extended management team. * Substantial Experience of supporting organisations, teams/individuals through change. * Substantial Experience of identifying and sourcing external training and development solutions. * Substantial Experience of designing and delivering training at differing levels. * Demonstrable experience of providing detailed reports and analysis of statistical information. * Demonstrable experiencing of utilising performance management and HR systems. * Substantial Experience of identifying and rolling out appropriate OD solutions. * Substantial experience of facilitating learning & development workshops and sessions as part of Organisational Development projects. * Demonstrable experience of managing performance management process and systems effectively. | * Experience of controlling and managing budgets. |
| Knowledge | * Succession Planning * OD processes and practices * Training, coaching and L&D practises * Performance Management Systems * Training Needs Analysis | Knowledge of Cornerstone  Knowledge of Learnpro  Knowledge of Workforce Planning |
| Skills | * Ability to work independently and managing own workload. * Ability to influence and persuade individual and senior team members, adapting personal style to meet different situations. * Effective Project Planning. * Confident in presenting to groups at all levels. * Good organisational and problem-solving skills. |  |
| Personal attributes | * Flexible to change and ability to manage high workload and conflicting priorities. * Compassion, humanity and fairness in approach. * Handling highly confidential information in an honest and trustworthy way. * Proactively develop and sustain relationships with key stakeholders to inform how to influence them. * Ability to select appropriate communication channels to engage and gain buy in from different audiences. * Collaborative working to ensure effective project delivery and informed decision making. * Strong negotiator and influencer both externally and internally at differently levels adapting approach as required |  |
| Additional requirements | Full driving licence with access to a car.  Can work at any office within The Group. |  |

**Job Description and Person Specification Agreement. The above job description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.**

**Holders Signature: Date:**

**Managers Signature: Date:**