



## Job Description

### Organisational Development and Talent Advisor

Job Details	
Grade	4
Number of Posts	2
Department	Human Resources
Reporting to	Organisational Development and Talent Partner

#### Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

#### Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

**Our Values:**

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

## Key Responsibilities

As an Organisational Development & Talent Advisor you will play a core role working in the HR team to support the Trust's Organisational Development agenda across the Trust

You will be responsible for promoting and supporting continuous improvement, whilst actively engaging stakeholders to promote, develop and embed the Organisational Development vision.

**Key responsibilities include:**

- Support and work closely with the Organisational Development & Talent Partner and wider HR team to deliver the People and Culture strategy.
- Provide professional support, advice and coaching to stakeholders.
- Support in the development, design and delivery of identified organisational development programmes including mandatory training for staff across the Trust.
- Support on key organisational initiatives such as apprenticeships, graduate programmes, work experience
- Support on Organisational Development projects
- Take ownership and use initiative on specific Organisational Development initiatives
- Support in the development of systems and tools to monitor and evaluate progress and success
- Populate and analyse KPIs or data relevant to Organisational Development metrics
- Undertake regular reporting on activities, identifying and reporting any trends.
- Proactively seek new opportunities with internal and external stakeholders.
- Take part in and support HR projects and initiatives such as wellbeing, DEI events.
- Respond to queries that relate to Organisational Development and Talent
- Support in Talent initiatives and the shaping of a revised appraisal system
- Support stakeholders in succession planning and identifying areas of risk
- Support and facilitate the delivery of training sessions as and when required
- Lead on the creation of e-learning modules and action any amendments as required
- Identify policy and process improvements to support the overall People and Culture strategy.
- Ensure a high level of confidentiality, complying with GDPR/data protection
- Undertake any other work appropriate to the level and general nature of the role
- Promote and advocate EDI in all aspects of HR, escalating any concerns if required



Key Information	
Is a Safeguarding Check needed?	Not Applicable
Will this position have Line Manager Responsibility?	No

### Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
Qualification	AF/Q	CIPD Level 3 or equivalent qualification
Experience	AF/I	Ability to take ownership and use initiative in a piece of work or a project
Experience	I	Experience of working in a fast-paced service led environment.
Experience	AF/I	Experience of developing, designing and delivering learning programmes.
Experience	I	Experience of analysing data and identifying trends
Experience	AF/I	Experience of building effective working relationships with stakeholders.
Skills	AF/I	Able to communicate effectively at all levels both orally and in writing, including presentation skills, with the ability to effectively communicate complex ideas and information to a wide range of audiences.



Skills	I	Ability to develop reports and analyse information to support business delivery
Skills	I	Ability to identify success and return on investment on Organisational Development initiatives
Skills	I	Excellent prioritisation and organisational skills, ensuring delivery against deadlines and targets
Skills	I	Experience in supporting successful Organisational Development strategies and agendas.
Experience/Skills	I	Experience of promoting diversity and inclusion in the workplace and processes
Experience	I	Able to demonstrate problem solving, diagnostic skills using multiple sources of information.
Experience/Skills	AF/I	Ability to identify and action identified process and policy improvements

**At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.**

