



Job Description

Organisational Development and Talent Administrator

Job Details	
Grade	3
Number of Posts	1
Department	Human Resources
Reporting to	Organisational Development & Talent Partner

Who Are We?
<p>We are Birmingham Children's Trust.</p> <p>'Working Together to make Birmingham the greatest city to grow up in.'</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Our Vision:</p> <p>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.</p> <p>We will do this:</p> <ul style="list-style-type: none">• 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. <p>Success will mean significant progress towards these outcomes:</p> <ul style="list-style-type: none">• 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 Administrator you will play a core role working in the HR team to support Organisational Development across the Trust.

You will be responsible for supporting continuous improvement, whilst engaging stakeholder to promote and embed the Organisational Development agenda.

- Work closely with the Organisational Development & Talent team and wider HR team to deliver the People and Culture strategy.
- Provide high quality, accurate administration support for the Organisational Development team. This includes but not limited to responding to emails, creation of letters, data reporting.
- Action routine Organisational Development tasks
- Provide professional support and advice to stakeholders
- Assist in the development and delivery of identified organisational development programmes including mandatory training for staff across the Trust
- Assist in monitoring and evaluating organisational projects and programmes, providing support where required
- Provide administrative support for Organisational Development initiatives such as apprenticeships, graduate programmes, internship and any other support as required
- Undertake research and provide information data as requested
- Support in running report, and analysing data as required
- Organise, support and document meetings in the appropriate manner producing outputs in a timely manner
- Support and facilitate the delivery of training sessions as and when required
- Support with the creation of e-learning modules and action any amendments as required
- Ensure a high level of confidentiality, complying with GDPR/data protection
- Promote and advocate EDI in all aspects of HR, escalating any concerns if required
- Undertake any other work appropriate to the level and general nature of the role.



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

Skills	AF/I	Able to communicate effectively at all levels both orally and in writing, including presentation skills, with the ability to effectively communicate ideas and information to a wide range of audiences.
Experience/Skills	AF/I	Experience of using initiative and taking ownership in an administrative role
Experience	AF/I	Experience of working in a fast paced environment
Experience	AF/I	Experience of developing effective working relationships with a range of stakeholders
Experience	AF/I	Experience of using programmes and systems, such as Microsoft applications to create, input and monitor documents
Skills	AF	Excellent prioritisation and organisational skills, ensuring delivery against deadlines and targets
Skills	AF/I	Able to demonstrate problem

		solving
Experience/Skills	I	Ability to demonstrable experience of supporting diversity and inclusion
Experience/Skills	AF/I	Ability to identify process 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.

