

## **Change and Development Manager**

*Date: July 2018*

**POST:** Change and Development Manager

**SERVICE:** People and Change

**SECTION:** People and Change

**BAND:** 9

**REPORTS TO:** Head of People and Change

**RESPONSIBLE FOR:** Change and Development Consultant  
L&D Officer  
OD Trainee

**TYPE:** 1) Hot desking or Agile/Mobile Working

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

### **MAIN PURPOSE**

1. To create an environment where the Council is able to embrace and sustain change. To deliver change management capacity for the corporate programme. To work with the Head of People & Change on the development and implementation of the corporate change, organisational development and learning and development strategies, including a workforce strategy.
2. Lead the change and development function, ensuring that resources are available to support change across the corporate programme.
3. Create a culture of continuous learning in the Council by effective engagement with stakeholders in the design and implementation of development activities.

### **MAIN DUTIES**

4. Identify models of change management fit for purpose for the Council's corporate programme. Work with the Programme & Performance Team to implement models of change into projects.
5. To lead the development and oversee the implementation of a culture of continuous learning and development aligned with the requirements of the workforce strategy and multiple directorate workforce plans.

6. Lead the development and implementation of the leadership and management development framework.
7. To advise the Head of People and Change and the Chief Executive on (a) Executive team development designing and facilitating the implementation of agreed programmes of activity; (b) and personal development for the Executive Team including common core objectives aligned with the Strategic Plan.
8. To provide/facilitate the delivery of executive coaching and development to the Executive Team, SLT and the managers group.
9. To lead the corporate learning & development plan ensuring all activity is organised to ensure a coordinated approach to delivery. This involves the management of budgets and resources and requires the post holder to develop innovative solutions to service design and delivery.
10. To design and facilitate change management programmes to support cultural and organisational change and performance improvement in line with organisational values. Diagnose complex situations which require the post holder to engage on the way forward where no precedent exists or options conflict.
11. Work with the Workforce Manager to ensure the implications of operational and organisational development activity are fully understood and there is an integrated response to delivery across both these functions.
12. To oversee the delivery of high quality and timely management information on all aspects of change and organisation development activity across the organisation.
13. Develop and maintain working relationships with key stakeholders, to influence leadership thinking and marketing the strategic and operational capabilities of the services.
14. Contribute as an effective and collaborative member of the wider People and Change Service.
15. Take responsibility for continually developing self, in order to maximise personal contribution to the role, through the professional development plan
16. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
19. Undertake all the duties within the framework of Equal Opportunities.
20. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

## PERSON SPECIFICATION

<b>Position Title:</b>	<b>Change and Development Manager</b>	<b>Date Prepared:</b>	<b>July 2018</b>
<b>Department:</b>	<b>People and Change</b>	<b>Band:</b>	<b>9</b>

<b>AF= Application Form</b>	<b>I = Interview</b>	<b>T= Test</b>
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	<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
<b>1.</b>	<b>EXPERIENCE AND KNOWLEDGE</b>			
1.1	Demonstrable experience of designing and providing innovative OD and change management services and solutions in an organisation of similar scale and/or complexity	✓		<b>AF// T</b>
1.2	Experience of supporting service change programmes	✓		<b>AF/I</b>
1.3	Credible OD & change management practitioner with knowledge on the best of current thinking	✓		<b>AF/I</b>
1.4	Up to date knowledge of employment legislation, European Directives and Codes of Practice and their implications in the workplace		✓	<b>AF// T</b>
1.5	Intellectual capacity to demonstrate or acquire an understanding of the broader operating context for the Council and partners	✓		<b>AF// T</b>
1.6	Well developed knowledge of planning and project management	✓		<b>AF/I</b>
<b>2.</b>	<b>COMPETENCIES</b>			
<b>1</b>	<b>LEADING AND DECIDING</b> Takes control and exercises leadership. Initiates action, gives direction and takes responsibility.	✓		<b>T</b>
<b>3</b>	<b>INTERACTING AND PRESENTING</b> Communicates and networks effectively. Successfully persuades and influences others. Relates to others in a confident and relaxed manner.	✓		<b>T</b>
<b>4</b>	<b>ANALYSING AND INTERPRETING</b> Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Communicate well in writing.	✓		<b>T</b>

	REQUIREMENTS	Essential	Desirable	Assessed
5	<b>CREATING AND CONCEPTUALISING</b> Opens to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Support and drives organisational change.	✓		T
8	<b>ENTERPRISING AND PERFORMING</b> Focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business, commerce and finance. Seeks opportunities for self-development and career advancement.	✓		T
3.1	<b>EDUCATION AND TRAINING</b> Professionally qualified – CIPD (Grad) or applying for MCIPD		✓	
3.2	Proven credible OD & Change Management Practitioner	✓		
3.3	Advanced knowledge, skills and experience sufficient to lead on emerging OD and change management issues	✓		