

## JOB DESCRIPTION

- Job Title:** Senior HR Adviser - Organisation Development and Learning
- Grade:** Senior Administrative Officer
- Salary:** £42,839 – £46,141 per annum (NJC points 32-35)
- Hours:** 36 hours per week
- Working Pattern:** Monday – Friday
- Location:** Portadown Library, Business Support Unit, Human Resources Department (hybrid working may be available following probation)
- Responsible to:** Head of Human Resources
- Responsible for:** Supporting the delivery of an Organisational Development and Learning Strategy through the co-ordination and delivery of Organisational Development and Learning Initiatives, providing specialist advice and guidance to managers across Directorates. HR Learning and Development staff.
- Job Purpose:** Under the direction of the Head of HR, the Organisational Development and Learning Adviser will play a key role in supporting the development and delivery of an Organisational Development and Learning Strategy for Libraries NI.
- They will support the provision of a dedicated and professional Organisational Development and Learning resource through the development and implementation of a range of customer focused and high-quality Organisational Development and Learning solutions, creating an environment where people are developed and supported and which enable employees to do what they do best in the provision of library services.

### MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the appropriate Line Manager:

1. Co-ordinate, develop and deliver innovative blended in-house programmes that will:
  - a. support managers to increase capability in managing, leading, developing, engaging and motivating teams
  - b. enable employee development in line with Organisational Development and Learning priorities.
2. Support directorates in the development of great people managers and leaders in line with Libraries NI Corporate Plan.
3. Assist the HR Business Partner in actively establishing and developing collaborative working relationships across directorates through a passion for people development.
4. Implement Libraries NI Customer Feedback Policy and Procedures to ensure

standards are met, working collaboratively with managers and to analyse and report on feedback that will inform and contribute to Organisational Development and Learning needs.

5. Actively engage and consult with managers to support them to identify key development needs, gaps and barriers, and to explore improvement opportunities which will nurture a high-performance culture and an engaged workforce.
6. Be a key point of contact for managers to provide high quality guidance, advice and support relating to programmes, initiatives and projects.
7. Work in partnership with, and to influence managers to challenge existing workplace practices in line with the Organisational Development and Learning Strategy and provide support and guidance through service improvements.
8. Provide business support to the HR Business Partner including project management and administrative support.
9. Support the HR Business Partner in the development, coordination and implementation of a range of organisational development programmes, initiatives and projects to meet current and future needs and requirements of the organisation.
10. Contribute to the development of strategies, business plans, policies and procedures to support the achievement of corporate aims and objectives and to provide advice, guidance and support to managers on the implementation of HR Policy and Procedures.
11. Support in the planning and delivery of organisational leadership and engagement events and conferences as required.
12. Evaluate and review Organisational Development and Learning programmes and initiatives to demonstrate continuous improvement thus ensuring they are adding value to the organisation. This will involve analysing and interpreting a range of information.
13. Create and provide activity reports on Organisational Development and Learning activities and to provide regular updates to HR Business Partner and directorates where relevant.
14. Undertake research projects on relevant topics as determined by the HR Business Partner to explore new approaches and ensure best practice.
15. Collaborate with external training providers, as required, to ensure the delivery of high-quality Organisational Development and Learning programmes.
16. Work collaboratively with HR and other colleagues to review the services to enable the continuous improvement of a high-quality service.
17. Act as a representative for the organisation and to promote and raise awareness of Libraries NI Mission, Vision and Values including the development and ongoing implementation of programmes and initiatives.

18. Promote and raise awareness of Organisational Development and Learning programmes and initiatives within directorates.
19. Raise awareness and provide advice to managers and employees of the benefits of learning pathways and learning opportunities – promoting a learning culture.
20. Foster and develop champions and experts to lead masterclasses, networks etc. to disseminate knowledge and to share best practice across the service, e.g. HR expertise.
21. Represent the Organisational Development and Learning team at meetings as required by HR Manager to explore key requirements/themes/issues emerging that require Organisational Development and Learning support and to provide initial high-quality guidance and advice.
22. Participate in and support consultations and/or negotiations and staff engagement exercises as required.
23. Plan and direct the work of HR staff to support learning and development services and initiatives.
24. Manage the attendance, conduct and performance of learning and development staff and monitor the skills, competencies and knowledge of staff and ensure they support service priorities.
25. Undertake training and personal development as required to support you in your role.
26. Keep up to date with current trends and developments in the field of organisational development and learning.
27. Maintain an up-to-date working knowledge of developments which impact directorates and the workforce.
28. Collaborate and network with other colleagues, stakeholders and across professional boundaries (internal/external) to promote partnership working, share learning and best practice, and progress agreed strategies, policies, projects and programmes.
29. Coordinate training including populating a training prospectus and e-learning programmes.
30. Analyse and interpret data on Organisational Development and Learning activity as required.
31. Coordinate course bookings, including venues as required.
32. Create and maintain accurate records of various Organisational Development and Learning activities as required using available computer applications such as Microsoft applications or a learning management system.
33. Support the Human Resources team with implementation and maintenance of HR System(s) for Libraries NI.

### **Other Duties**

34. Display the Libraries NI Values in the workplace.
35. Maintain all appropriate documentation in line with Record Management Policy and Procedures.
36. Participate as a panel member in interview and selection processes.
37. Participate in other activities as nominated by the Human Resources Manager(s).
38. Any other related duties within the grade and competence of the post holder including supervision of staff as required.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

## **PERSON SPECIFICATION**

Applicants must provide evidence that, by the closing date, they meet the following criteria:

### **ESSENTIAL**

#### **Qualifications & Experience**

1. Hold a degree (UK Qualifications and Credit framework Level 6) or an equivalent/higher qualification in a relevant subject e.g. Human Resource Management, Business Management, Organisational Psychology, Organisational Development or Learning & Development and have at least three years' experience in assessment of learning needs, and the design and delivery of Learning and Development interventions to enable positive cultural change.

OR

Have a minimum of five years' experience in the design and delivery of Organisational Development and Learning interventions to enable positive cultural change.

2. Hold current professional membership of the Chartered Institute of Personnel and Development at Associate Member (Assoc CIPD) or above

OR

Can demonstrate ability to obtain Associate Member (Assoc CIPD) membership within one year of commencement in role.

3. Demonstrate experience of directly supporting a wide range of stakeholders, to achieve successful outcomes in relation to organisational development and learning issues.

#### **Knowledge**

4. Demonstrate knowledge of Information Technology systems for example Microsoft Office Suite, digital learning software or a Learning Management system in order to deliver engaging organisational development and learning solutions.

#### **Other Requirements:**

5. To have access to a suitable vehicle (appropriately maintained and insured for Libraries NI business) that will enable them to carry out the mobility requirements of the post in an efficient and effective manner

OR

be able to provide sufficient information on the application form that will satisfy Libraries NI of access to an appropriate alternative form of transport that will enable them to carry out the mobility requirements of the post in an efficient and effective manner

## **Desirable Criteria**

1. Hold current professional membership of the Chartered Institute of Personnel and Development at Associate Member (Assoc CIPD) or above
2. Hold a Professional Coaching qualification

**The panel reserves the right to enhance the criteria if necessary**

**The above essential criteria will be used for shortlisting purposes. If deemed necessary, essential criteria 1 and/or 2 may be enhanced and/or Desirable may be used for shortlisting.**

It is essential that candidates provide sufficient details, using examples and dates where appropriate to demonstrate that they meet these requirements. It is not sufficient to simply list duties and responsibilities. Libraries NI will not make assumptions from the title of the post or the nature of the organisation as to the skills and experience gained. If you fail to provide sufficient detail, including the appropriate dates needed to meet the essential criteria, your application will be rejected.

## **SELECTION PROCESS**

### **SHORTLISTING**

Shortlisting will be carried out on the basis of the information provided against each specific criterion as presented on the application form. Applications will first be considered against the essential criteria. Where necessary enhanced criteria and/or desirable criteria may be applied.

**Only shortlisted candidates will be called to the next stage of the selection process.**

In addition to meeting the essential and, if applicable, desirable criteria, candidates will be expected to demonstrate during the selection process their experience, knowledge and skills in the following key areas and draw on their personal qualities to support their answers.

Examples of the Knowledge & Skills and Personal Qualities to be demonstrated across the range of Key Areas will include but not limited to:

- knowledge about creative approaches and current thinking in Organisational Development and Learning that deliver for the varied needs of modern workplaces and employees.
- Ability to communicate confidently, clearly and concisely, both orally and in writing, with a wide variety of internal and external stakeholders
- Effective interpersonal and influencing skills
- Excellent presentation and facilitation skills
- Self-motivated with the proven ability to work on own initiative taking personal responsibility for work and delivery to the highest level of service
- Ability to be agile and resilient in successfully managing a challenging and varied workload with conflicting priorities
- Ability to work effectively as part of a team
- Ability to form and maintain effective relationships with key contacts internally and externally, in accordance with LNI Values
- Have a growth mind set with the ability to develop innovative solutions to problems.

**Where a competition identifies more appointable candidates than there are available vacancies, a Reserve List may be created in order of suitability for further appointments within Libraries NI. This may be used for up to 12 months to fill the same or like vacancies with a similar job description and personnel specification and on the same salary scale, normally within the same location/department without further testing of merit.**

This job description is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor prescriptive. Libraries NI reserves the right, in consultation with the post holder, to amend the job description to meet the changing needs of the organisation.

**We are an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as men are currently under-represented in HR, we would particularly welcome applications from men. All appointments will be made on merit.**

### **Guidance Notes for Applicants**

Application forms should be completed in conjunction with the Notes of Guidance for Applicants which may be downloaded with the application pack from Libraries NI staff Intranet: **[Guidance Notes for Applicants](#)**

### **TERMS AND CONDITIONS**

This is a permanent appointment. The successful candidates will be employed on NJC terms and conditions of service and membership of the Northern Ireland Local Government Pension Scheme is automatic for persons eligible to join. Further information about pensions is available on the NILGOSC website [www.nilgosc.org.uk](http://www.nilgosc.org.uk)

Annual leave entitlement for the full leave is 24 days (pro rata for part time posts) increasing to 31 days after five years' service. In addition, there are usually 12 statutory holidays.

Where applicable appointments will be subject to satisfactory completion of all procedural and pre-employment checks.

Where applicable successful candidates will be subject to a probationary period of six months.

An unpaid meal break of 30 minutes will normally be taken by employees who are contracted to work 4 hours or more per day.

### **Travelling and Subsistence**

Travel expenses at rates approved by Libraries NI will be paid in respect of approved journeys necessary as an employee of Libraries NI.

### **Mobility Clause**

The post will be located in an agreed location, or at any alternative premises as may be reasonably required and may be subject to change following consultation with the post holder.

**Excess Fares**

If you are an employee of Libraries NI and in receipt of excess fares, this provision will cease on appointment.

Libraries NI complies with the AccessNI Code of Practice regarding the handling, use, storage etc. of Disclosure of Information. Applicants requiring further information on this should refer to AccessNI's website [www.accessni.gov.uk](http://www.accessni.gov.uk)

Libraries NI has adopted a 'Smoke Free Workplace Policy'.

**To view Libraries NI's privacy statement please visit [www.librariesni.org.uk](http://www.librariesni.org.uk) or ask Human Resources staff for a copy.**