

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Director Area: Resources</b>	<b>Job Ref Number: 04033</b>
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<b>Service Area: HR</b>	<b>Grade: G9</b>
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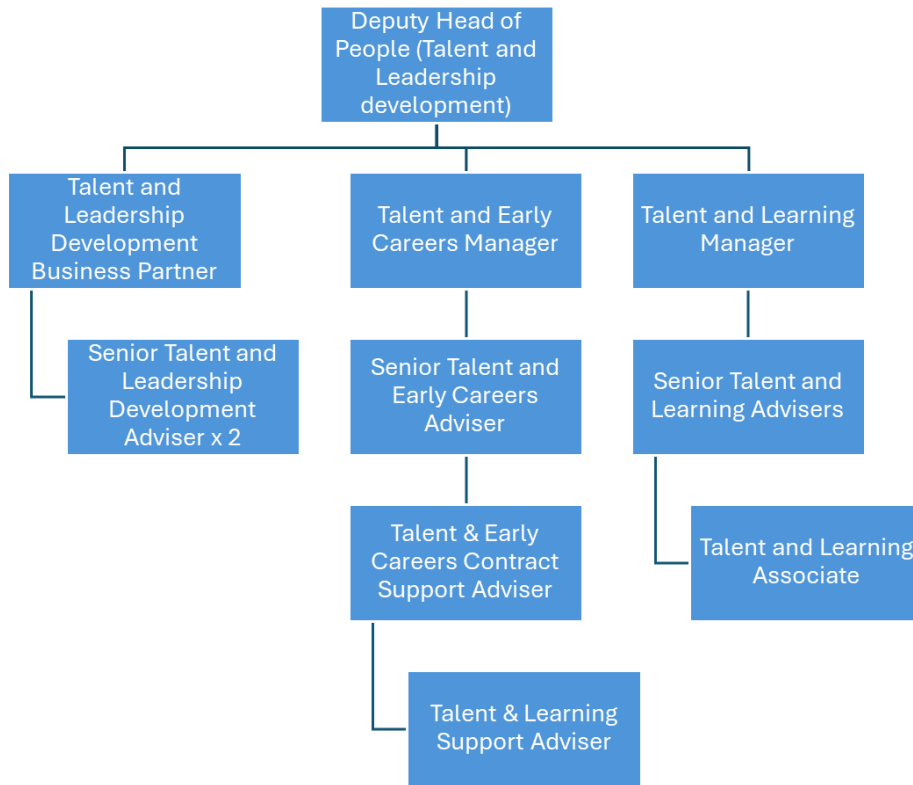
**Job Title: Senior Talent and Leadership Development Adviser**

**PURPOSE OF JOB:**

You will report to the Talent and Leadership Development Business Partner. Your main responsibilities will include:

- **Supporting Organisational and Leadership Development:** Help the Talent and Leadership Development Business Partner and Deputy Head of People to implement a new framework for organisational and leadership development. Collaborate with the HR operational service to promote inclusive and compassionate leadership.
- **Equality Diversity and Inclusion** Supporting the delivery of Equality, diversity and inclusion objectives.
- **Promoting LCC Values:** Work with the HR leadership team to promote Lincolnshire County Council's values, behaviours, and a positive culture. Aim to make LCC a workplace where all employees are supported, engaged and working together effectively.
- **Talent Management:** Help LCC to retain high-potential and effective employees. Take time to understand organisation wide and service priorities, then provide appropriate advice on inclusion, leadership development, organisational development, and workforce planning.
- **Championing the People Strategy:** Support the development and delivery of the People Strategy across the council
- **Workforce Transformation:** Support the implementation of workforce changes, helping to design and implement change with the employees they affect so the Council can deliver effective services.

**TEAM STRUCTURE:**



**MAIN DUTIES:**

1	<b>Collaboration:</b> Work with colleagues in Talent, HR operations, Resourcing, and Learning Teams. Support transformation projects related to organisational development, equality, diversity, and inclusion, and workforce planning.
2	<b>Deputising:</b> Act as a deputy for the Talent & Leadership Development Business Partner. Attend management meetings to provide advice on talent and leadership development, workforce planning, and diversity and inclusion.
3	<b>Organisational Effectiveness:</b> Help managers assess and improve their service delivery using employee data, trends and future skill requirements to create workforce plans.
4	<b>Workshops:</b> Develop and deliver workshops on organisational development, workforce transformation, leadership development and inclusion. Use research and feedback to develop new approaches to keep improving the team’s approach.
5	<b>HR Policies:</b> Support the implementation and review of HR policies, especially those related to the Equality Act. Contribute to improving the effectiveness of HR strategies and HR service delivery to help the workforce to perform at their best.
6	<b>Corporate People Strategy:</b> Help to develop and deliver the People Strategy, sharing information, engaging the workforce and delivering interventions. Help the HR service to evaluate the success of the people strategy projects and input into how the service can be increase effectiveness and value.

7	<b>Supporting managers:</b> Work with the Deputy Head of People, Talent Resourcing, Learning team, and other HR specialists. Act as a consultant to managers, assess issues, understand needs, and find solutions with long term impact. Be proactive and accountable in resolving issues.
8	<b>Change Management:</b> Coach and mentor managers in HR skills through timely interventions and long-term support programmes.
9	<b>Employee feedback and engagement</b> Work closely with staff network colleagues to offer support and understand challenges. To monitor and respond to confidential reporting received through the equality, diversity and inclusion mailbox with support from the Business Partner (if contentious and high risk).
10	<b>Manage Stakeholders:</b> Build relationships with managers across directorates to ensure strategy development and advice meet business needs. Recommend innovative solutions to respond to changing requirements.
11	<b>HR Management Information</b> – Help senior managers and other stakeholders understand HR metrics and how they can help workforce planning and equality objectives.
12	<b>Stay Informed:</b> Keep up with the latest developments in leadership development, inclusion, workforce transformation, planning and organisational development.
13	<b>Equality, Diversity, and Inclusion (EDI):</b> Support an organisation wide focus on EDI to deliver the Council's objectives, legal obligations, and reporting requirements. Measure and report on workforce diversity, providing insights and recommendations for development. Implement the EDI strategic plan as part of the People Strategy and Corporate Plan. Ensure compliance with the public sector equality duty.
14	<b>Training and Promotion:</b> Increase awareness of Equality and Diversity through awareness events and promotional activities.
15	<b>Demonstrate Values:</b> Visibly model the Council's values. Exhibit CIPD professional standards and challenge others to do the same.

<b>PERSON SPECIFICATION</b>			
Requirements	Where identified*	Essential	Desirable
Masters (L7 qualification) in leadership development, organisational development, HR, EDI or equivalent level of experience	A	x	
Significant experience creating and delivering interactive and innovative programs and interventions including elearning and face-to-face solutions.	A / I	x	

Experience of designing and delivering Leadership and Management qualification programmes and Apprenticeships, e.g. ILM, up to Level 5	A / I		x
Exceptional presentation and facilitation skills with the ability to adapt to the changing demands of an audience	I / T	x	
Exceptional communication skills and stakeholder management ability; comfortable working with senior leaders across different professions to advise and influence	A / I	x	
Knowledge of employment law relating to equality and employment rights and experienced in working to enhance diversity and inclusion plans in organisations	A	x	
Ability to travel, and work within a variety of different learning environments across the county	I	x	
Excellent IT skills, including experience of using Microsoft Office to analyse data and present engaging and accessible documents	A / T	x	
Ability to use and analyse data to support judgements, making recommendations which best suit colleagues and customers	A / I	x	
Ability to self-reflect, listen, accept and proactively seek feedback from others with a desire for continuing personal development	I / T	x	
Shows flexibility in thinking and is always open to new ideas and approaches and continually keeps up to date on relevant developments and trends	I	x	
Self-motivated, with the drive and determination to work under pressure and manage priorities appropriately	I	x	
Actively supports the sharing of information and knowledge within their team, service and the wider organisation	I	x	
Experience of developing strategic and innovative plans to progress people strategy objectives in an organisation	A		x
Experience of working in the public sector, and understanding the opportunities, constraints and pragmatism of working in a political organisation.	A I	x	
Chartered Member CIPD status	A		x
BPS level A/B in occupational psychometric testing	A		x
Level 5 qualification or equivalent in Coaching and Mentoring	A		x

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.