

**Manchester City Council
Role Profile**

**Organisation Development Lead, Grade 8
HR and OD, Corporate Core Directorate
Reports to: Senior Project Manager (Organisational Development)**

Job Family: Project Management

Key Role Descriptors:

The role holder will manage the successful delivery of major work packages, ensuring compliance with the City Council project management methodology.

Ensure that change is managed effectively by working with relevant project managers, project teams and persons within the business.

Key Role Accountabilities:

Act as work package manager on large and complex elements of work, resolving day-to-day project issues, escalating them as necessary.

Define scope of project and project initiation document, ensuring deadlines are understood and adhered to and that project objectives are clearly articulated and understood.

Assist in the provision of solution options to complex problems, and to develop robust business cases to support all change activities, in order to drive timely decision-making.

Ensure projects are effectively resourced and that all key stakeholders are identified and roles and responsibilities agreed and communicated effectively.

Drive the efficient and effective delivery of projects and, managing stakeholder and customer expectations throughout the lifecycle of the project.

Develop and maintain effective relationships with the Senior Responsible Officer and other key stakeholders, ensuring clear and effective channels of communication.

Accountable for the management of all project documentation in a manner consistent with the Manchester Method, including management of effective record keeping and version control of project documentation.

Manage and control individual project budgets and expenditure forecasts under managerial direction, providing updates on a regular basis.

Proactively develop and maintain the project risk and issues schedule, regularly monitoring, updating and reporting on progress.

Accountable for the management, motivation and effective performance of team members and supporting officers, as appropriate.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Role Portfolio: Organisational Development

The HR & OD service forms part of the Corporate Core Directorate and is responsible for working with managers and staff to drive forward Our Manchester: ensuring that our workforce is developed, supported and led in the most effective way.

The Our Manchester Strategy sets out the vision for the whole city in 2025 to be thriving, filled with talent, fair, a great place to live, and buzzing with connections. This means that we need to work closely with partner organisations to radically transform services, putting people at the heart of our vision and strategy.

The Organisational Development team role includes:

- Drive work to embed the Our Manchester behaviours through the council's new and emerging Organisation Development Plan.
- Deliver a Corporate Engagement and Events Programme including the annual Leadership Summit with a focus on making Our Manchester real
- Continue to strengthen the organisation's approach to internal communications and engagement with a focus on ensuring the full workforce understand and can access our offer
- Continue to progress our ways of working, modernising and improving ways of working for all.
- Develop a culture of high trust and high accountability with clear expectations of people, systems, and processes which help embed this.
- Embed the new approach to induction, including a strengthened model for senior leaders induction
- Supporting the workforce to be reflective of our communities, which includes supporting the development of talent management strategies.
- Embed a new approach to learning and development planning, with increased numbers accessing training, work to ensure learning and development budgets are fully spent, modernise delivery approaches, and review training budget allocation

Key Competencies and Technical Requirements

Our Manchester Behaviours

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we are not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

Generic Skills

- **Project Management:** Ability to develop detailed project schedules including the ability to develop and monitor project progress through the use of GANTT charts and other effective mechanisms. Ability to identify, assess and manage risks to the success of the project. Experience of working on projects within a project environment and to a structured project methodology.
- **Planning and Organising:** Ability to plan, direct and coordinate activities to manage and implement interrelated projects from project initiation through to implementation.
- **Communication Skills:** Well-developed influencing and persuasive skills and ability to offer a persuasive argument both with internal and external stakeholders in order to achieve key project milestones whilst retaining a positive attitude. Proven ability in managing relationships with project stakeholders at all levels of seniority through effective communication.
- **Finance:** Resource and financial management skills, including resolution of conflicting priorities, formulating budgets, rigorous monitoring and control procedures.
- **Creative Skills:** Ability to think creatively and provide innovative solutions to problems. Has ability to develop new approaches to finding solutions outside of existing parameters.
- **Commissioning Skills:** An awareness of the role of commissioning in effective and efficient service delivery
- **ICT Skills:** Ability to use multiple applications, systems and associated software packages.

Technical requirements (Role Specific)

- Proven experience of managing and delivering a range of projects within project management structures.