

Recruitment person specification

Post being recruited for – HR Consultant (Organisational Development)

Our Behaviours

These apply to all posts

Respect

We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity

We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

Flexibility

We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

Essential

Desirable

Experience

- Experience in change management
- Ability to bring forward proposals for improvement and contribute to our organisational effectiveness.
- Proven ability to build and develop productive working relationships within the team and across the organisation.
- Experience in report writing and development of business cases to support key outcomes
- Demonstrate creativity and innovation to develop proposals within a strategic context
- Demonstrate effective communication skills and understanding of the target audience.
- Highly proficient in Microsoft Office
- HND or SCQF 8 or equivalent experience
- Applied knowledge of data analysis, HR policies, systems, practices and processes
- Experience or knowledge and understanding of consulting across one or more of the following areas:-
 - Attract the best people
 - Develop exceptional leaders
 - Foster a culture of equalities, diversity and inclusion.
 - Grow and retain our talent
 - Nurture a healthy workplace where our people can thrive
- Experience of facilitation tools and techniques and working with people and groups at times of significant change and challenge.
- Experience of organising events

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<u>Knowledge & Understanding</u> • Knowledge of internal consultancy and coaching skills in the area of organisational development • Proven ability to adapt influencing styles and stakeholder engagement and management to drive enduring organisational change • Excellent analytical, verbal and written communication skills to accurately document, report, and present findings to a variety of audiences • A proven ability to plan, manage and deliver small-scale projects and assignments • Ability to support and coach leaders to lead in alignment with our behaviours • Ability to bring forward proposals for improvement and contribute to our organisational effectiveness. • Ability to develop strong relationships across our organisation and to influence the right behaviours and the best possible outcomes	• Commercially and financially astute
<u>Qualifications/Memberships</u> • Qualified to HND or SCQF 8 in a relevant discipline or able to demonstrate equivalent relevant experience • Evidence of continuous professional development	• CIPD professional membership or equivalent