**JOB DESCRIPTION**

**CHIEF EXECUTIVES DEPARTMENT**

**JOB TITLE:** Organisational Development Officer

**DIVISION:** Corporate Services

**GRADE:** Band 8

**RESPONSIBLE TO:** Organisational Development Advisor

**POST REFERENCE:**  107482

**Purpose of Post**

Reporting to the Organisational Development Advisor the post holder will support the successful delivery of apprenticeships across the Council, including some Schools.

The post holder will support the recruitment process, provide advice and guidance to learners, manage administration processes and accurately maintain systems to effectively capture data to ensure compliance monitoring. This will require initiative to support and occasionally lead process developments.

The post holder will also support Organisational Development activities that aim to develop and increase the capability of the wider workforce.

**Key Relationships**

Organisational Development Advisor

Human Resources Team

All Council Departments

All Community Schools

Departmental Apprenticeship Representatives

Learning and Skills Service

Procured Training Providers

Apprentices / Learners

**Main Duties and Responsibilities**

1. Under the direction of the Organisational Development Advisor provide an efficient and effective Apprenticeship Programme in accordance with agreed policies, procedures and key performance indicators.
2. Maintain systems and analyse data to monitor and report regularly on the use of the apprenticeship levy and progress towards the public apprenticeship target.
3. To attend relevant events and networking opportunities to promote the Council’s apprenticeship programme.
4. Proactively build strong working relationships, attending meetings and communicating effectively with all stakeholders.
5. As first point of contact answer general enquiries, in a professional and timely manner, related to all aspects of the Hartlepool Borough Council Apprenticeship Scheme.
6. Source and engage training providers in accordance with the Council’s procurement rules and the government’s apprenticeship funding rules.
7. Under the direction of the Organisational Development Advisor facilitate recruitment and selection processes including the organisation of and participation in assessment centres.
8. Undertake recruitment administration including pre employment checks and facilitating induction to avoid any delay and disruption to the apprentice learning experience and service delivery.
9. Ensure all mandatory paperwork relating to each apprentice is received, completed and recorded.
10. Support Apprentices and Managers throughout the apprenticeship programme providing advice and guidance on a range of issues including recruitment, sickness, employee relations.
11. Liaise with apprenticeship providers to ensure the smooth running of all apprenticeship programmes against SLA's.
12. Support apprentices to secure longer term employment.
13. Organise meetings and events as required.
14. Support the apprenticeship programme through compliance with the apprenticeship funding and performance management rules.
15. Undertake research to support the Organisational Development Advisor with policy and procedure formulation and monitoring.
16. Support the Organisational Development activities that aim to develop and increase the capability of the wider workforce.
17. Use a range of ICT based applications including Microsoft Office, HBC’s HR & Payroll system (ResourceLink) and document management system (Iclipse).
18. Ensure the security of all confidential information.
19. Take responsibility for own learning and development and actively participate in the Annual Review Process.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: August 2019

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**