

## Person Specification

<b>Post Title:</b>	Leadership and Organisational Development Facilitator		
<b>Directorate:</b>	<b>People and Organisational Development</b>		
<b>Location:</b>	Service Headquarters		
<b>Grade:</b>	F	<b>Date:</b>	January 2025

### Guidance Notes

Please note that 'Essential' denotes those requirements, which the applicant **must** hold to be shortlisted for interview.

	<b>Requirements:</b> <b>E = Essential</b> <b>D = Desirable</b>	<b>E/D</b>	<b>Measure (see below)</b>
<b>Knowledge and Experience</b>			
<i>Job Specific</i>	Demonstrable knowledge/understanding of the current approaches to learning and organisational development activities/interventions for teams and individuals.	E	1
<i>Presenting and Communicating Information</i>	Proven experience of training delivery and/or facilitation of group development activities.	E	1, 2
<i>Creating and Innovating</i>	Experience in design and delivery of organisational development interventions within people and culture related areas and topics, to a diverse workforce.	E	1, 2, 3
<i>Working with People</i>	Experience of working closely with a range of partners and customers at all levels across a complex organisation.	E	1, 3
<i>Planning and Organising</i>	Experience of leading on OD projects.	D	1, 2, 3
<i>Adapting and Responding to Change</i>	Experience of participating in organisational learning.	D	1
<b>Equality and Fairness</b>			
<i>Minimum requirement Particular EO requirement for the post</i>	Sound knowledge of and commitment to Equality, Diversity & Inclusion.	E	1,3
<i>This is law and part 7 of the Code of Practice on the English language requirements for public sector workers.</i>	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E	1,2,3
<b>Qualifications and Training</b>			

<i>Academic</i> <i>Professional</i> <i>Job related</i> <i>Vocational</i>	Level 5 L&OD qualification or equivalent demonstrable experience and proven knowledge of learning and organisational development methodologies gained in role.	E	5
	Level 3 teaching or coaching qualification. or equivalent demonstrable experience	E	5
	Level 2 Maths and English	E	5
<b>Skills</b>			
<i>Adhering to Principles and Values</i>	Ability to role model our values and ethical behaviours.	E	1
<i>Working with People</i>	Ability to inspire and motivate others.	E	2, 3
<i>Persuading and influencing</i>	Ability to manage difficult or sensitive situations and to influence others to reach an acceptable solution.	E	3
<i>Analysing</i>	Has well-developed analytical and problem-solving skills.	E	1, 3
<i>Creating &amp; Innovating</i>	Ability to design/create innovative solutions to meet the learning and development needs of a diverse workforce.	E	1, 2, 3
<i>Presenting and Communicating Information</i>	Ability to present/facilitate training to large groups and 1:1, requiring clear explanation and responding to ad hoc queries.	E	2
<i>Working with People</i>	Ability to communicate effectively both verbally and written.	E	1, 2, 3
<i>Planning and Organising</i>	Ability to work autonomously and to deadlines.	E	1, 3
<i>Applying Expertise &amp; Technology</i>	Has comprehensive ICT skills, including M365.	E	1
<b>Other</b>			
	Must be willing to undertake a criminal record check.	E	5
	The post holder will be required to regularly visit a range of locations within Leicestershire.	E	3

### Guidance Notes

In weighing the factors “essential” denotes those requirements that the candidate **must** hold. The qualities specified must be strictly based on requirements to perform the job and must not be unnecessarily restrictive or demanding.

### Measures

**1** = Application Form

**2** = Testing

**3** = Interview

**4** = Pre-Screen

**5** = Other (e.g.: DBS Check/Certificates)