



Job Title: Organisation and Workforce Development (OWD) Adviser

Location: Flexible

Responsible to: OWD Manager (People and Development)

Principle Working Contacts

Head of Organisational and Workforce Development
Organisational and Workforce Development Team
Managers and employees of the Care Inspectorate

Job Purpose

The main purpose of the role will be to support the Organisational and Workforce Development (OWD) Team in the development and delivery of key OWD projects ensuring that the culture of the Care Inspectorate is equipped to support and improve the overall performance of the organisation.

Key Responsibilities:

Operational Management

- Support the design, commissioning, delivery and evaluation of learning and development activities
- Contribute to the implementation of the OD strategy which supports of the Care Inspectorate's corporate plan and the development of a healthy, high performance learning culture grounded in core values.
- Contribute and lead on key OD projects, utilizing project management techniques, managing risks and opportunities associated with transformational change and business process design.
- Provide support in relation to OD practices, including the provision of advice, guidance and support through an internal consultancy approach.
- Lead on the review, development and update of people management policies, taking into account practice and procedure changes resulting from operational updates and/or the introduction of new legislation.
- Keep abreast of key issues affecting organisational development within the Care Inspectorate and in the social care sector as a whole.
- Assist in the maintenance of management information systems to ensure that information for statutory reporting purposes, and additional information for organisational reporting purposes, is collated.
- Contribute to the development of performance indicators and evaluation information in the continuous improvement of the service.
- Produce management information reports for key groups within the Care Inspectorate, including the Executive Team/Board/Committees, as and when required.
- Prepare and present reports to the Senior Managers as required.
- Develop and maintain positive working relationships with Managers, employees, representatives of external agencies and the general public as appropriate.
- Participate in working groups and attend associated meetings, as and when required.

- Undertake any other duties and/or responsibilities commensurate with the nature of the job.

People Management

- In conjunction with the OD Lead, manage and coordinate the work of the OD Assistants on a day-to day basis and ensure they are they are deployed effectively and efficiently to meet the aims, objectives and target of the Care Inspectorate.
- In conjunction with the OD Lead, provide advice, guidance and support to the OD Assistants through regular one-to-one supervision, performance development reviews and personal development plans to ensure continuous improvement in their work and to support their personal and professional development.
- Promote consistent, high quality practice amongst staff, and manage the performance and monitor standards and consistency of practice of all employees delivering inspection planning activity.
- Promote diversity and equality of opportunity, ensuring that these principles are upheld across all areas of work.
- Carry out your duties in accordance with our Health and Safety policies, procedures, guidance, practices and legislative requirements, taking reasonable care for your safety and that of others who may be affected by what you do or fail to do while at work

Relationship Management

- Contribute to and promote the principles of partnership working throughout the organisation and in all working practices in support of the Care Inspectorate's Partnership Agreement with its recognised Trade Unions.
- Develop and maintain effective working relationships with partner scrutiny and improvement bodies and other key stakeholders.

Other Duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively to changing business needs.