



**PLACEMENT  
DESCRIPTION (PD)  
AND PLACEMENT  
SPECIFICATION (PS)**  
Standard Template

<b>PLACEMENT TITLE:</b>	Organisational Development (OD) Assistant Trainee		
<b>GRADE:</b>	Training Allowance	<b>SERVICE AREA:</b>	Organisational Development (OD)
<b>REPORTS TO:</b>	Sarah Grigg	<b>LOCATION:</b>	Civic Centre/home working
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>• This opportunity is open to disabled applicants only</li> <li>• You must be new to Walsall Council (no previous/current employed status with this council)</li> <li>• You must be new to this type of positive action programme</li> <li>• Fixed-term contract for 12 months, working 18.5 hours per week.</li> <li>• Training allowance of approx. £11,183 per annum (based on a full-time allowance of £22,366 per annum)</li> </ul>		

**1. Main purpose of the role:**

To provide support for trainers and coaches to deliver the OD offer to the wider organisation.

**2. Role specific duties and accountabilities:**

- Learning to use the training booking system and assisting the team with daily tasks.
- Learning to use MS SharePoint and supporting the development of the SharePoint site for OD and HR to showcase what training and support is available to all employees.
- Supporting activities to raise awareness of change, equality, mental health, and menopause champions on-line and in person.
- Assisting trainers to set up and run the training sessions and being a point of contact for participants to contact with any issues.
- Learn how trainers use MS Teams for the delivery of training and how it compares to face to face training.
- Support events and activities related to Equality, Diversity, and Inclusion.

**3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council’s Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council’s employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.

- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



## Walsall Council

<b>PLACEMENT TITLE: Organisation Development (OD) Assistant Trainee</b>	<b>GRADE: Training Allowance</b>	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
<b>Abilities/Skills:</b>		
Have an awareness of the importance of training and development in the workplace and a genuine interest in developing knowledge and skills in this area of Council work.	I/A	3
Ability to use and a familiarity with computers, in particular Microsoft Office packages including email (Outlook), Teams, PowerPoint and Word.	I/A	3
Ability to learn how to use new software and develop skills quickly.	A	
Able to work as part of a team and be supportive of other team members.	A	
Be able to confidently communicate face to face and on MS Teams with team members and Council employees.	I	3
A knowledge of what good customer service looks and feels like.	I	3

<b>Other Essential Requirements</b>			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
<b>Prepared by:</b>	Jacky Matthews	<b>Date:</b>	15/01/24