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Senior Organisational Development Practitioner

Registers of Scotland

Apply before 11:55 pm on Sunday 19th January 2025



Reference number

385313

Salary

£46,677 - £54,957

A Civil Service Pension with an employer contribution of 28.97%

Job grade

Senior Executive Officer

Contract type

Permanent

Business area

RoS - Corporate - People & Change

Type of role

Human Resources

Working pattern

Flexible working, Full-time, Part-time

Number of jobs available

1

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Location

Hybrid working. Your contractual base will be either Meadowbank House, Edinburgh EH8 7AU or St Vincent Plaza, Glasgow G2 5LD. You may be required to visit one of these locations when it is deemed necessary, however this is role dependant.

About the job

Job summary

About this Role:

Based within the wider People and Change function, this role consults with internal stakeholders to understand the people impacts of change and to plan accordingly. The role sits alongside business leaders to support them to maximise the contribution of our people to drive organisational outcomes and achieve their corporate objectives.

The Senior OD Practitioner contributes expertise in organisational design, culture, ways of working, and people-performance systems to support successful adaption to the changing demands of the external environment. The role supports continuous improvement within the organisation by influencing effective people-processes, people management and leadership.

Job description

Your main duties will include:

Organisational Development and Design

To align with and provide OD support to business functions and/or directorates to help them achieve business goals and corporate objectives through:

- (a) the contribution of your perspective as an OD professional to influence inspiring, values-led local leadership
- (b) your guidance to the local leadership line to continually encourage good people management practice
- (c) design and delivery of OD interventions indicated through your diagnostic and research findings to drive performance improvements and
- (d) implementation of changes at functional level derived through commissions of the People and Change function via RoS' governance bodies
- (e) design and delivery of strategic People Plans

To work as a senior OD professional within the People and Change function in service of the capability of the entire function as we seek to fulfil our collective outcomes. Responsibilities to this role include:

Leading/participating on mission teams and delivery groups in response to briefs from governance groups

Participating in the life of the broader People & Change function with active involvement in whole-function events, comms, engagement planning and learning or of asks of the function such as input to BPL or to governance processes such as audits

Contributing to the OD Team's collective bank of artefacts and tools

Sharing learning across the team and wider function

Pursuing opportunities to learn and enhance professional practice

Developing others:

Advise, coach and mentor other practitioners within and beyond the OD function about the practical application of OD/change management tools and techniques.

Advise, coach and influence key stakeholders across the organisation on the benefits and positive impact of embracing and embedding an OD approach.

Personal performance and development

Prioritise workload effectively, ensuring enough time is given to priority work.

Pay attention to and act on feedback of your peers and leaders.

Be responsible for continuous self-learning and development.

Person specification

Essential criteria - Your Skills and Attributes for Success

Experience

Experience of carrying out organisational design diagnostics and implementing resultant structural change

Understanding of principles of change management and experience of transformational change and planning activities

Understanding of organisational culture and experience of cultural diagnostic tools

Experience of organisational culture change efforts

Understanding and experience of enhancing the effectiveness of people performance systems

Expertise in people management practice Experience of practicing OD within a complex stakeholder environment

Understanding and experience of creating strategic plans, considering all OD people components, such as engagement, performance and workforce

planning

Experience of diagnosing and implementing org design changes, aligned with strategic direction and workforce planning.

Experience of working closely with operational functions, supporting process improvement and efficiencies

Experience of working with digital transformations, supporting the implementation of technology and assessing the impact on colleagues

Technical

CIPD qualified or other relevant organisational development/design/change qualification or knowledge and experience.

Degree level or equivalent academic attainment in HR, OD or another closely related subject.

Behaviours

Changing and improving
Communicating and influencing
Working Together
Managing a Quality Service

Benefits

Alongside your salary of £46,677, Registers of Scotland contributes £13,522 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

What can we offer you? Benefits at RoS:

We are a welcoming and inclusive community that functions on supportive practices such as Agile Coaches, Business Analysts, UX specialists and more.

We offer a stimulating working environment and strongly believe that a diverse team is crucial to achieving our mission!

Our team is ambitious, acts with integrity and demonstrates commitment to progress and impact. We nurture talent and reward success.

We work in an agile way, which is applied across the whole organisation.

RoS offers a generous annual leave entitlement. Starting with **26 days of holiday plus 12 days bank holidays (for a total of 38 days)**. We reward your commitment to us **by increasing annual leave by +1 day per year, for**

up to +4 additional days on your entitlement, bringing your allowance to 42 days.

We operate a **35-hour working week and offer flexible working arrangements** (up to 30 hours flexi per month).

We **offer office locations in Edinburgh & Glasgow** and currently **offer a hybrid working model**, having established we can successfully work remotely.

As part of the reward package, you will get access to:

Civil Service pension at circa 29% contribution on the employer side.

Service benefits, cycle to work scheme, discounted dental insurance, £100 eye care vouchers subsidised gym memberships, childcare vouchers, buying and selling annual leave, retail discounts and more!

Family friendly leave policies (Maternity at *1-year full pay, Paternity Leave/Shared parental Leave/Special Leave & more) *after 1 year of continuous service.

We offer continuous training and development opportunities, including being able to attend industry events.

A generous salary range with **pay progression arrangements is in place.**

You will have access to external counselling and external advice.

We are a Disability Confident employer.

We monitor equal opportunities and offer support where needed.

Things you need to know

Selection process details

To apply, click on 'Apply now' and complete our online application form, you will need to submit:

A CV setting out your career history and **how you meet the Technical/Experience elements of the essential criteria (we recommend no more than 4 pages in length).**

As a continuation of your CV and within the same document, **a Statement of Suitability** (500 words minimum but no longer than 1000 words) with examples of **how you meet any further Technical/Experience elements not demonstrated on your CV and the Behaviours as stated above.**

Your CV and Statement of Suitability should be submitted as a single document in MS Word format.

Assessment

Candidates will be assessed against the essential criteria for the role and behaviours as stated above. We will invite suitable candidates to an assessment centre week commencing **03 February 2025**, though this is subject to confirmation.

Assessments will include **a behaviour-based interview and a case study exercise**, details of which will be shared with candidates who successfully make it through the sift stage. **We will be assessing candidates remotely via MS Teams**, (though we may invite you attend assessment at one of our office locations with prior agreement).

Assessments and appointments are made in line with the Civil Service Recruitment Principles, in strict merit order.

Indicative Recruitment Timetable

Closing date: 19 January

Application Sift: Week of 20 January

Invites to assessment: 24 January

Notice to candidates: Week of 27 January

Assessment: Week commencing 03 February

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must undergo a criminal record check.

People working with government assets must complete baseline personnel security standard (opens in new window) checks.

Nationality requirements

This job is broadly open to the following groups:

- UK nationals

- nationals of the Republic of Ireland

- nationals of Commonwealth countries who have the right to work in the UK

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\) \(opens in a new window\)](#)

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)

individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020

Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements \(opens in a new window\)](#)

Working for the Civil Service

The [Civil Service Code \(opens in a new window\)](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles \(opens in a new window\)](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

Diversity and Inclusion

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan \(opens in a new window\)](#) and the [Civil Service Diversity and Inclusion Strategy \(opens in a new window\)](#).

Apply and further information

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : Resourcing

Email : resourcing@ros.gov.uk

Recruitment team

Email : resourcing@ros.gov.uk

