



<b>Job description</b>			
<b>Job title</b>	Trainee Organisational Development (OD) Practitioner		
<b>Grade</b>	J-L		
<b>Directorate</b>	Resources and Partnerships		
<b>Service/team</b>	Human Resources		
<b>Accountable to</b>	OD Lead		
<b>Responsible for</b>	Not applicable		
<b>JE Reference</b>	A5484	<b>Date Reviewed</b>	1 <sup>st</sup> May 2026

### **Purpose of the Job**

This trainee role will lead and support a range of organisational development work programmes and initiatives across multiple OD disciplines, helping teams contribute to the delivery of the Council's Corporate Plan. Working closely with experienced Organisational Development and HR colleagues, you will develop practical OD skills and knowledge while supporting work that helps address workforce challenges and contributes to positive cultural change across Knowsley Council.

You will be supported to build your confidence and capability in organisational development by leading and assisting with projects, analysis, engagement activities and delivery across the organisation. This role offers a structured learning opportunity to gain hands-on experience while developing your understanding of OD theory, tools and approaches.

As part of your development, you will support activity within one or more of the following areas:

- **Employee Experience** – Leading and supporting programmes of work that help strengthen the employee experience, including induction processes, reward and recognition initiatives, employee engagement activities, and equality, diversity and inclusion initiatives. You will help gather feedback, support implementation activity and contribute ideas to improve how we support our workforce.
- **Learning Academy** – Leading and assisting with programmes of work that contribute to a strong and inclusive learning offer across the organisation. This will include supporting the coordination of learning activities, helping to evaluate learning outcomes, and contributing to initiatives that promote a continuous learning culture.
- **Leadership and Talent** – Leading and supporting initiatives that help attract, develop and retain talent, such as apprenticeships, graduate



schemes and early careers pathways. You will also assist with talent development and succession planning activity, helping to build future capability and leadership across the Council.

### **Skills and Learning Opportunities**

You will develop a further in-depth understanding of a range of organisational development tools, techniques and approaches, and learn how these are applied in a local government context. You will work with staff and managers across the organisation, gaining exposure to real OD challenges and learning how to support change in a practical and inclusive way.

This role is an excellent opportunity for someone looking to develop a career in Organisational Development. It offers hands-on experience, structured support and learning, and the chance to contribute to meaningful transformation work that makes a real difference to the organisation and its people.

### **Duties and Responsibilities**

#### **This role will:**

- Support and lead programmes and initiatives to attract and retain talent and inspire high performance.
- Contribute to the design, delivery and evaluation of a range of Organisational Development and Learning interventions bringing about culture change, driving an inclusive employee experience, and growing our learning culture working with the wider service as required.
- Pro-actively look for ways to improve the end-to-end customer journey and offer effective, tailored recommendations to make Knowsley an employer of choice.
- Continuously review, measure and evaluate what we do to ensure we continue to deliver high impact organisational development programmes and interventions, staying ahead of the latest thinking and best practice in the organisational development field.
- See and make connections between your own work and work undertaken elsewhere, managing dependencies, and identifying opportunities for collaboration, especially with the wider HR Team.
- Support the delivery of Knowsley's People Strategy.

**Your primary work area will be employee experience. You may also be asked to support with work across other areas of the service.**

#### Grade J:

- Take a lead role in the development and rollout of the employee engagement, wellbeing and recognition mechanisms, maximising engagement and ensuring tangible actions to drive improvement across the organisation, working across the service as required.



- Support the development and rollout of a high impact workforce equality, diversity and inclusion strategy and accompanying workplan, leading elements of this to help drive inclusion across the workforce.
- Support in the development of employee networks and bring the networks and staff together with their lived experience to help shape future workforce inclusion plans.
- Lead the delivery and continual improvement of the corporate induction/induction review .
- Support the procurement, coordination, promotion and evaluation of high-quality learning interventions/training for council employees using a variety of creative and innovative learning delivery methods and techniques in collaboration with the customer linked to directorate priorities.
- Take a lead role in the development of a refreshed clear mandatory/statutory training offer, including the development of bespoke content when required and processes in place to report on compliance and sharing/embedding learning in practice.

Grade K - all grade J duties plus the following:

- Assist in the development and delivery of statutory responsibilities including Workforce Monitoring and Gender Pay Gap reporting and statutory obligations under the Public Sector Equality Duty.
- Take a lead role in the development and implementation of an inclusion celebration calendar and programme of events/activities and learning opportunities to support and champion inclusion throughout the year, looking at new and creative ways to maximise reach and impact of these opportunities and encouraging staff to share their equality monitoring information.
- Develop innovative approaches to embed a progressive learning and OD offer in line with current practices.
- Take a lead role in the continued development and embedding of a quality assurance framework with Subject Matter Experts.
- Keep abreast of leading-edge practices and innovative approaches, making suggestions to create and embed a progressive learning and OD offer across the organisation.
- Take a lead role in the development and delivery of a modern, creative and high impact leadership development package that helps leaders and aspiring leaders develop their skills and have the experience and capability to fulfil leadership roles effectively.

Grade L - all grade K duties plus the following:

- Work with Senior Leaders and services to look at new ways to help drive inclusion and engagement across the workforce, where every employee



has a sense of belonging, an enjoyable working experience and can flourish in their role.

- Take a lead role in the development of creative and innovative approaches to learning about inclusion and lived experience for staff across the organisation.
- Bring the Knowsley Learning and OD offer to life as part of a culture of learning, reflection and growth, maximising the use of blended learning opportunities, helping to bridge current and future skills gaps.
- Support the development and implementation of a refreshed talent management approach, aiding retention and supporting succession planning.
- Support the transformation of our approach to People Performance, including developing and embedding clear expectations for employees.
- Work with the wider service to support the creation of a range of creative, inclusive, tailored flexible attraction/recruitment approaches to unlock potential employment barriers to connect local talent to employment opportunities in the borough, promoting early careers.

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

### **Knowsley Better Together – Staff Qualities**



### Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

### Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.