

Your Job Description

At Moat, you'll embrace our vision, our professional standards, and behaviours wholeheartedly and uphold our values, actively contributing to our culture that is open, effective, customer-driven and driven by curiosity.

Who we are

We're a Housing Association, offering hybrid working, competitive pay and a supportive environment.

Our vision is to lead as a customer pioneer, driven by outside-in thinking, and dedicated to delivering an exceptional customer experience. We value every colleague and every team and want to support you in being the best you can be.

How we work

Our values and the way we behave form the cornerstone of our journey to achieving our purpose of 'opening doors to better lives' for our customers and our vision to become Customer Pioneers. Our standards and behaviours support our values and they provide clear expectations about how we behave and work as Moat Housing Professionals. You can find these below and the full behaviour framework on our website or intranet.

Be the Change

Be flexible and adaptable to change, sharing ideas and focusing on solutions.

Our Standards

Be inclusive
Be a leader

Our Behaviours

Be adaptable
Be smart working

Better Together

Set high standards, working together and welcoming every opportunity to learn and improve.

Our Standards

Be knowledgeable
Be skilled

Our Behaviours

Be collaborative
Be smart working

Own it

Take personal responsibility for making things happen and seeing things through.

Our Standards

Show integrity
Be ethical

Our Behaviours

Be empowered
Be accountable

Lead by Example

We work hard for our customers and take pride in making a difference to their lives.

Our Standards

Be an advocate

Our Behaviours

Be supportive
Be nurturing



We recognise the significance of equality, diversity, and inclusion (EDI) in achieving success, and we're fully committed to being genuinely inclusive in everything we do. As a Moat Housing Professional, we expect you to show strong commitment to our approach to EDI and to our health and safety, compliance, and code of conduct policies and practices.

Organisational Development Advisor

Who is in my team?	
Team	People Services
Line Manager	Organisational Development Partner
My direct reports	No direct reports

What's my role?
<p>To co-ordinate and manage activities relating to Organisational Development, Learning and Development, colleague wellbeing and the wider people team.</p> <p>To support and actively promote our culture and values, enabling our people to perform and develop in line with the needs of the business and corporate strategy. Working better together to own it, be the change and lead by example.</p>
What am I accountable for?
<ul style="list-style-type: none">• Carrying out administrative tasks as required as well as supporting and overseeing administrative tasks, carried out by People Co-ordinator, associated with organisational development and the wider people team, including:<ul style="list-style-type: none">- Booking events.- Producing training materials.- Reviewing and reporting on event evaluations.- Ensuring employee's training records are kept updated.• Designing, delivering and evaluating a range of professional training programmes, including induction, that meet the needs of the business and our culture.• Assisting with the design and implementation of the annual organisation development and training plan – to create a skilled and knowledgeable workforce.• Designing, supporting and implementing talent management initiatives including:<ul style="list-style-type: none">- Graduate scheme- Apprenticeship programme including the management of the apprenticeship levy.• Managing the qualification application process, including:<ul style="list-style-type: none">- Communication of process.- Managing the budget.- Meeting with managers and colleagues to explain the contractual and learning agreements.- Discussing support and commitment needed from people services, colleagues and their manager.- Approval or decline of applications.- Monitoring progress.• Providing advice and guidance to managers and colleagues relating to learning and development.

- Working closely with the People Partners to advise and guide in matters relating to colleague wellbeing and inclusion. This may include meeting with colleagues and/or managers to act as a subject matter expert.
- Working with the People Systems and Data Lead on HR systems functionality.
- Leading the promotion and co-ordination of staff wellbeing events and benefits.
- Undertaking projects on an ad hoc basis, producing reports and working to agreed deadlines.
- Updating and maintaining the budgetary spreadsheets and processes – including raising of purchase orders and new supplier processes.
- Supports the design and delivery of OD initiatives to improve performance, leadership capability, and organisational culture.
- Carrying out any other duties consistent with the post that may be required from time to time, at the discretion of the line manager.
- Keeping accurate records and manage all data in accordance with our Data Governance Framework, relevant legislation, and best practice. You must also understand and fulfil your responsibilities as set out in this framework.
- Carrying out my work in line with our:
 - o Professional standards, reflecting our values and behaviour framework
 - o Policies, procedures, and code of conduct
 - o Commitment to equality, diversity, and inclusion
 - o Health and safety responsibilities
 - o Confidential reporting (whistleblowing) police

What do I need?

Entry Requirements:

- Two years' learning and development experience
- Experience of facilitating people related training
- Good standard of literacy and numeracy skills
- Excellent knowledge of MS Office systems
- Experience working with a HR system
- Demonstrable attention to detail
- CIPD qualified Level 5

Proficient Requirements:

- Coaching qualification