

Role Title: OD Officer

Salary: PO1 £37,035

Location: Sir Henry Mitchell House, Bradford (Hybrid working arrangements available)

Report to: OD Lead

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

As the Organisational Development (OD) Officer, you will play a key role in supporting the delivery of the Trust's People & Culture Plan by contributing to a wide range of OD and EDI initiatives. Reporting to the OD Lead, you will help shape an inclusive, high-performing, values-led culture through effective strategy implementation, evidence-based planning, and collaborative working.

A significant focus of the role will involve progressing our Workforce Inclusion Strategy and embedding EDI across all aspects of workforce planning. This role also supports broader OD priorities such as employee engagement, leadership development, cultural change, and workforce capability. You will work closely with colleagues across the People and Talent teams, as well as senior managers and staff networks, to deliver impactful change that supports our ambition to be a great place to work.

Main Duties and Responsibilities

Strategy & Planning

- Support managers and Heads of Service in developing team-level EDI action plans that align with and support the delivery of the wider Inclusion Strategy and People & Culture Plan.
- Contribute to the development and implementation of OD strategies that drive organisational performance, cultural alignment, and employee experience.
- Use workforce data and insight to inform the development of inclusive, evidence-based initiatives across the Trust.
- Manage and deliver the workforce-related elements of statutory requirements such as the Public Sector Equality Duty, gender pay gap reporting, workforce equality objectives, and the EDI components of the Trust's Business Plan.

Compliance & Reporting

- Produce clear and insightful reports on matters relating to EDI and OD for the Executive Leadership Team, People Directorate Senior Leadership Team, and other key stakeholders.
- Support the delivery and continuous improvement of the Trust's employee engagement framework, using survey data and staff feedback to inform actions.
- Collaborate with Learning & Development colleagues to co-design and deliver training and development resources related to inclusion, leadership, and retention.

Staff Voice & Engagement

- Act as a liaison between the Trust and staff networks, supporting their engagement in workforce matters and ensuring their perspectives help shape inclusive practice.
- Encourage meaningful employee voice through facilitation of focus groups, engagement activities, and feedback mechanisms.

Organisational Development

- Assist in the design, delivery, and evaluation of OD interventions that support strategic priorities, including values-led culture change, leadership development, and performance improvement.
- Work with colleagues across HR, L&D, and leadership to identify OD needs and co-create impactful solutions.
- Support change management programmes and projects, helping teams to navigate and embed organisational change effectively.
- Facilitate team development sessions, workshops, and learning events to promote collaboration, innovation, and continuous improvement.

About You

We are looking for applicants who can demonstrate that they meet the following requirements:

- Experience in an organisational development, EDI or engagement role.
- Strong interpersonal and communication skills, with the ability to influence and build relationships across all levels of the Trust.
- Analytical skills to interpret data to inform decision-making,
- Knowledge of OD principles, tools and techniques.
- Proactive, solution focused and collaborative approach to work.

Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks, which can include a DBS check.

We are an equal opportunities employer.