



1 Advertisement

Post Title: Organisational Development Consultant (1 year FTC)

School/department: Human Resources/Organisational Development Team

Hours: full time hours up to a maximum of 1 FTE / 37.5 hours

Requests for flexible working options will be considered (subject to business need).

Contract: 1 year Fixed Term Contract from end of May 2023. This vacancy would also be suitable for an internal secondment.

Reference: 20087

Salary: starting at £36,333 to £43,155 per annum, pro rata if part time

Placed on: 28 February 2023

Closing date: 21 March 2023 Applications must be received by midnight of the closing date.

Expected Interview date: to be confirmed

Expected start date: to be confirmed

We are entering an exciting period at the University of Sussex, with a new Vice Chancellor, Professor Sasha Roseneil, and a redesigned Human Resources Executive Team, with ambitious goals. We are in the process of positioning ourselves to provide the very best employee experience for all our colleagues and we are seeking a highly experienced Organisational Development Consultant, to work within our Organisational Development Team. You will:

Provide objective and expert information, advice and guidance for managers within the organisation on improvements to services and activities related to people and organisational development including organisational change initiatives, providing specialist advice on organisational design, team effectiveness, wellbeing and skills/performance capability analysis.

Assess Organisational and Learning Development needs, identifying options and recommending solutions based on required outcomes, liaising closely with relevant stakeholders to agree measures of success and ensure sustainability.

Support the implementation of improvement solutions through design and delivery of organisational and learning development interventions, delivering against agreed measures of success, focusing on continuous improvement and including planning and project management.

We welcome applications from experienced Organisational Development and/or Learning & Development professionals.

Please contact Cathy McDonnell, c.mcdonnell@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division: Human Resources

You can find out more about our values, our [People Strategy](#) and our [Inclusive Sussex](#), on our webpages.

3. Job Description

Job Description for the post of: Organisational Development Consultant

Department:	Organisational Development
Section/Unit/School:	Human Resources
Location:	Sussex House
Grade:	7
Responsible to:	Assistant Director Culture, OD & Wellbeing
Responsible for:	None

Organisational Development Consultant

Job Title:	Organisational Development Consultant
Grade:	Grade 7
School/Division:	Human Resources
Location:	Hybrid working (40-50 % campus working, other flexible working arrangements are available)
Responsible to:	Assistant Director OD, Culture and Wellbeing
Direct reports:	N/A
Key contacts:	OD Consultants, Staff Wellbeing Manager, HRBPs, EDI Consultants, HR Executive Team, University Leadership Team, Heads of Schools, Divisional Directors, leaders and managers, staff networks, Unions, Health & Safety Team.

Role description:

To lead the development, creation and implementation of our employee wellbeing strategy and action plan, to support and enrich the wellbeing of all University of Sussex employees. Working across our four pillars of wellbeing: social, mental,

physical and financial wellbeing, ensure we have a strong inclusive offer across all four key areas that is relevant and refreshed to support the ever changing needs of our employees. Ensure we have a wellbeing framework that is aligned with our values and our organisational purpose, that engages our employees and enables us to be recognised as an employer of choice.

PRINCIPAL ACCOUNTABILITIES

Provide objective and expert information, advice and guidance for managers within the organisation on improvements to services and activities related to people and organisational development including organisational change initiatives, providing specialist advice on organisational design, team effectiveness, wellbeing and skills/performance capability analysis

Assess OD needs, identifying options and recommending solutions based on required outcomes, liaising closely with relevant stakeholders to agree measures of success and ensure sustainability.

Support the implementation of improvement solutions through design and delivery of learning and organisational development interventions, delivering against agreed measures of success, focusing on continuous improvement and including planning and project management.

KEY RESPONSIBILITIES

1. OD Consultancy

- Develop and maintain effective relationships across the organisation to engender confidence and trust in the advice provided at all stakeholder levels
- Provide advice to managers on best practice based on regularly updated knowledge within people and organisational development.
- Through close collaboration with HR Business Partners, the EDI team and relevant management teams, identify and document the specific OD issues to be supported.
- Provide coaching and guidance at leadership level to help to articulate and research the issues presented.
- Monitor and analyse Key Performance Indicators, to assist in the identification of risks, errors, problems and improvement opportunities
- Identify options and make recommendations to address or improve learning and organisational development challenges.
- Provide expertise and support in understanding the impact of the recommended actions and help to build plans for implementation.
- Support managers within the relevant area on the production and maintenance of intervention project plans and ensure that these are shared with and owned by key stakeholders.
- Lead the design and delivery of relevant, timely and effective learning

materials to support implementation plans where appropriate.

- Where required, deliver coaching and training to develop capabilities in line with required improvements.
- Work closely with relevant teams across the organisation encouraging sharing of best practice and collaboration in improving practice.

2. Learning and Development provision and support

- Research, design, deliver and review learning and development and OD interventions and monitor their impact and effectiveness e.g. leadership and management development, culture change, employee engagement, personal and professional learning and development and talent management.
- Promote and adopt a digital-first approach to professional learning and development, ensuring organisational development and learning interventions make the best use of technological solutions and e-learning platforms.
- Keep up to date with learning developments, researching new technologies and methodologies in organisational development workplace learning and make recommendations as appropriate.

3. Other

- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

Dimensions

- This role will manage the wellbeing part of the Organisational Development Team budget
- This role does not have line management responsibilities in the future
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Assistant Director of OD, Culture and Wellbeing. The role holder will play a key role as part of the divisional leadership team in supporting the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

4. Person Specification

ESSENTIAL CRITERIA

1. Educated to degree level or has equivalent professional expertise with relevant professional qualification in learning and development/organisational development.
2. Effective planning and organisational skills, including project management.
3. Well-developed interpersonal skills with the ability to quickly build rapport and effectively influence other in area of expertise, effectively contribute to team working
4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries, with the ability to present complex ideas in a way that can be understood by most employees.
5. Ability to work flexibly within a small team and on own initiative.
6. Competent IT skills to effectively manager own workload – MS Suite. Experience using functional databases.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Up-to-date understanding of current trends and best practice with learning and development and organisational development methodologies and technologies.
2. Substantial experience of designing and delivering engaging professional development, leadership and management learning solutions and programmes
3. Experience of successfully developing and implementing learning and development/organisational development strategies and initiatives in a multi-disciplined organisation
4. Experience of commissioning and working with third party suppliers

DESIRABLE CRITERIA

1. Two years' experience in a similar role.
2. Two years' experience working in a university or similar environment.
3. Ability to design impactful e-learning
4. Experience of coaching and mentoring