

<b>Job Title:</b>	Organisational Development Consultant
<b>Grade:</b>	G7
<b>School/Division:</b>	HR
<b>Location:</b>	Hybrid working (40-50 % campus working, other flexible working arrangements are available)
<b>Responsible to:</b>	Assistant Director, OD, Culture and Wellbeing
<b>Direct reports:</b>	n/a
<b>Key contacts:</b>	HRBPs, EDI Consultants, Heads of Schools, Divisional Directors, leaders and managers, University Leadership Team

**Role description:**

Provide expert advice and insight on learning and organisational development, working with leaders and managers at all levels to identify and implement OD initiatives that support the delivery of the People Strategy and Sussex 2025 and contribute to the creation of a culture that embraces our values.

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**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, focussing 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.

## **Dimensions**

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Assistant Director ODC&W working under general direction within a clear framework. The post holder will manage their own work to achieve their agreed objectives. The role holder will play a key role in supporting the Divisional leadership team to achieve 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 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 any budget 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

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

## **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
3. Substantial experience of designing and delivering engaging professional development, leadership and management learning solutions and programmes
4. Experience of successfully developing and implementing learning and development/organisational development strategies and initiatives in a multi-disciplined organisation
5. 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