

1 Advertisement

Post Title: Organisational Development Coordinator

School/department: Organisational Development, Human Resources

Hours: 21.9 hours (Part time 0.6 FTE)

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

Contract: Permanent

Reference: 20187

Salary: starting at £24,144 to £27,396 per annum, pro rata if part time

Placed on: 16 May 2023

Closing date: 30 May 2023 Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: As soon as possible

The role is currently only open to current HR division employees.

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 effective Organisational Development Coordinator, to work with us within our Organisational Development Team.

You will be providing key administrative support for staff learning and development, our on-line learning offer and also to our OD Consultants, Staff Wellbeing Manager and Assistant Director for Culture, OD & Wellbeing.

You need to be customer focused and able to prioritise and organise your own workload. Working in a busy and multifaceted environment you will need to use your initiative to solve a range queries (some straightforward and some more complex) that arise daily.

The successful candidate will have excellent communication skills, have highly developed IT skills and attention to detail with experience in data inputting, data analysis and reporting, combined with experience of updating websites and social media platforms (or a willingness to learn). You will be responsible for the administration of the staff database, e-learning system and maintaining staff records.

We offer a unique opportunity to work with a friendly and committed team who aim to provide high quality learning and organisational development services to employees across the University.

Please contact Sarah Engineer, s.e.engineer@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 in our [People Strategy](#) and our EDI Strategy, [Inclusive Sussex](#), are available on our webpages.

3. Job Description

Job Description for the post of: Organisational Development Coordinator

Department:	Human Resources
Section/Unit/School:	Organisational Development
Location:	Sussex House/Chichester II Building, Falmer
Grade:	4
Responsible to:	Assistant Administration Manager (Culture, OD and Wellbeing)
Responsible for:	N/A

Purpose of the post:

To serve as a point of contact and link between staff members, internal departments, and external contacts. To provide clerical and administrative coordination ensuring that the Organisational Development Team customer service, processes and our offer operate smoothly.

Key Responsibilities:

- Update, maintain and utilise the University's learning management system and management information systems, providing support and assistance in the production of analytical reports as required.
- To contribute to the development and use of digital learning technologies and maintain webpages and some social media channels for the Organisational Development team.

- To be responsible for the maintenance of the 'Learnupon' Learning Management System (LMS) and staff compliance of mandatory e-learning modules.
- To support the successful delivery of the services or processes of the Unit through the effective co-ordination and evaluation of learning activities, events and meetings.
- To support the OD Consultants, Staff Wellbeing Manager and Assistant Director of Culture, OD and Wellbeing with event and project administration.
- To support the maintenance of the Customer Service Excellence Standard by the HR Division.
- Maintain up-to-date knowledge of the University's policies and procedures and other developments affecting the service within the HR Division and respond to queries related to these policies.
- Work flexibly adapting to meet the demands, supporting colleagues in the immediate team and wider HR division with the fluctuating demands of the service, and prioritising workload accordingly.
- Undertake and/or assist with specific projects as required.

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

SKILLS/ABILITIES

	Essential	Desirable
Ability to manage own time, organise own workload and work unsupervised	x	
Ability to demonstrate excellent attention to detail	x	
Ability to draft business like email correspondence and tailor template letters	x	
Ability to use initiative to resolve queries or refer problems as appropriate	x	
Ability to analyse datasets and produce accurate reporting	x	

KNOWLEDGE

	Essential	Desirable
Excellent knowledge of standard office software including Microsoft Excel, Word and Outlook or similar	x	

EXPERIENCE

	Essential	Desirable
Considerable experience of operating effectively in an administrative role within a busy environment	x	
Experience working in a University environment		x
Experience of delivering exceptional customer service	x	

Experience of data inputting	x	
Experience of working in a complex organisation		x
Experience using HR systems	x	
Understanding of the basic functions within a large Human Resources department	x	
Experience of LearnUpon or other learning management systems		x
Confident in dealing with colleagues at all levels of the organisation	x	
Experience of contributing to or updating social media channels and websites		x

PERSONAL ATTRIBUTES

	Essential	Desirable
Excellent communication and interpersonal skills	x	
Resilience	x	
Team-player with a supportive approach towards colleagues	x	
Flexible, adaptable and a proactive problem solver	x	
Interest in Learning and Organisational Development and a commitment to learn new skills	x	