

1 Advertisement

Post Title: Organisational Development Adviser

School/department: Human Resources

Hours: Full or part-time hours considered up to a maximum of 1 FTE

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

Contract: Permanent

Reference: 6058

Salary: Starting at £34,304 to £40,927 per annum, pro rata if part time

Placed on: 17 August 2021.

Closing date: 21 September 2021. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: To be confirmed

We have an exciting opportunity to join our organisational development team as an Organisational Development Adviser. This is a newly created role and you will join a wider team of three OD Advisers to support the delivery of the University's strategic and operational objectives. They will support the Head of OD to implement a range of OD projects and initiatives across the institution. They will be expected to work flexibly across disciplines to deliver activity to build both colleague and organisational capability.

The post holder will be required to research, design and deliver a range of OD interventions and monitor their impact and effectiveness with regard to Leadership and Management Development, Culture Change, Staff Engagement, Diversity and Inclusion, Learning and Development and Talent Management.

They will play a key role in the development and delivery of a Leadership and Management Strategy which engages, develops and retains our current and future leaders and managers.

The post holder will work closely with HR Business Partners to support workforce planning and organisational change initiatives, providing specialist advice and planning on a range of matters including organisational design, succession planning and skills/performance capability analysis. They will also work collaboratively with the Equality, Diversity and Inclusion Unit to provide organisational development support to enable the University meet the objectives within the Inclusive Sussex Strategy.

The Successful candidate will:

- be able to engage, influence and negotiate with a range of key internal and external stakeholders
- Have substantial experience of successfully developing and implementing organisational development strategies and initiatives in a multi-disciplined organisation

- Experience of designing and delivering engaging leadership and management learning solutions and programmes.
- Experience of Coaching and/or mentoring

Please contact Moira Blake, Head of Organisational Development
m.blake@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

Please find further information regarding the school/division at
<https://www.sussex.ac.uk/organisational-development/>

3. Job Description

Job Description for the post of: **Organisational Development Adviser**

Department: Organisational Development
Section/Unit/School: Human Resources
Location: 50% Home working/50 %Campus
Grade: 7
Responsible to: Head of Organisational Development

Purpose of the post:

The main purpose of this post is to support the delivery of the University's strategic and operational objectives. The postholder will join Organisational Development as part of a wider team of three existing OD Advisers. They will support the Head of OD to implement a range of OD projects and initiatives across the institution. They will be expected to work flexibly across disciplines to deliver activity to build both colleague and organisational capability.

Key Responsibilities:

1. To work collaboratively with the Head of OD and the team of OD Advisers to develop and implement the OD strategy and programme initiatives across academic schools and professional services.
2. To research, design, deliver and review OD interventions and monitor their impact and effectiveness e.g. Leadership and Management Development, Culture Change, Staff Engagement, Diversity and Inclusion, Learning and Development and Talent Management.

3. To play a key role in the development and delivery of a Leadership and Management Strategy which engages, develops and retains our current and future leaders and managers.
4. Work with HR Business Partners to support workforce planning and organisational change initiatives, providing specialist advice and planning on a range of matters including organisational design, succession planning and skills/performance capability analysis
5. To work collaboratively with the Equality, Diversity and Inclusion Unit to provide organisational development support to enable the University meet the objectives within the Inclusive Sussex Strategy.
6. Champion a self-directed approach to professional learning and development wherever possible to respond to the needs of an increasingly agile and flexible workforce, ensuring face-to-face and blended delivery of learning and development is focused where it can add most value and maximise the use of resources.
7. 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, including LinkedIn Learning.
8. To deliver and facilitate the range of coaching/mentoring initiatives across the institution and in particular the support the expansion of mentoring programme for Academic and Professional Services colleagues within the University.
9. Keep up to date with learning developments, researching new technologies and methodologies in organisational development workplace learning and make recommendations as appropriate.
10. To initiate and/or undertake specific project work both internally within the department and on a University-wide basis as required.

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 the level of responsibility entailed.

4. Person Specification

Person Specification for the post of: Organisational Development Adviser

SKILLS / ABILITIES

	Essential	Desirable
Computer literacy in the use of Microsoft Office applications and online learning management and design tools.	X	
Ability to engage, influence and negotiate with a range of key internal and external stakeholders at all levels	X	
Excellent interpersonal and communication skills.	X	
Excellent planning and organisational skills	X	

KNOWLEDGE

	Essential	Desirable
Up-to-date understanding of current trends and best practice with Organisational Development methodologies and technologies	X	
Ability to design e-learning		X

EXPERIENCE

	Essential	Desirable
Substantial experience of successfully developing and implementing organisational development strategies and initiatives in a multi-disciplined organisation	X	
Experience of designing and delivering engaging professional development, leadership and management learning solutions and programmes.	X	
Experience of commissioning and working with third party suppliers		X
Experience of coaching and mentoring		X

QUALIFICATIONS

	Essential	Desirable
Relevant Organisational Development/ leadership and management qualification	X	
CIPD		X

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
The ability to work collaboratively with colleagues as part of a small team	X	
Resilient in dealing with conflicting demands	X	
Commitment to excellence in service delivery and results oriented	X	