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| JOB DESCRIPTION |
| **Job title**: Organisational Development Consultant (Policy and Engagement) | **Accountable to**:  |
| **Contract length**: 18 months | **Hours per week**: 35 | **Weeks per year**:52 |
| **Salary**:  | **Grade**: 4 |
| **Service**: Operations & External Affairs/HR  | **Location**: Holborn with travel to other UAL sites |
| **What is the purpose of the role?**The post holder has dual responsibility to provide organisational development consultancy in their area of specialism and support the OD leadership team by project managing UAL change initiatives and supporting programmes that deliver the People Strategy priorities.You will support the consultation, review, development and communication of UAL Employment Policies. You will work collaboratively with internal and external partners and be responsible for providing guidance and knowledge to HR projects. You will lead on a range of organisational development initiatives with a focus on developing forward looking HR policy, equipping managers with the skills and knowledge required for their role and to introduce new and diverse ways of enabling the employee voice and enhancing employee experience.A key aspect of the role is the sharing of knowledge and expertise from the role holder to colleagues in HR and across UAL as required. |
| **Duties and Responsibilities****Policy*** To research and develop employment policy and guidance content, in line with UAL People Strategy priorities, best practice and employment legislation.
* To support the policy consultation process with key stakeholders including trade unions, management and HR colleagues.
* Undertaking consultation activities such as focus groups, surveys and other interventions to engage staff and managers and enhance the employee voice.
* To organise and participate in Joint Policy Group meetings, including note taking, tracking policy discussions, making amendments and document management.
* To work with the Equality, Diversity and Inclusion (EDI) team to embed the EDI agenda within policy and development work.
* To support policy implementation, ensuring new policy and best practice is embedded into the organisation through face to face briefings and digital platforms.

**Engagement*** To support the OD Leadership Team in the delivery of staff experience / engagement intiatives including the staff survey.
* To encourage a positive staff experience by managing the UAL HR benefits offering, liasing with suppliers, updating and identifying new opportunities and communicating to staff.
* To collate, analyse and report on UAL information including exit interview and staff survey feedback, identifying themes and trends.

**Shared Consultancy accountabilities:*** To support the People Strategy leadership team in the delivery of OD projects that support People Strategy priorities including policy development, stakeholder engagement and communication.
* To act in an advisory/consultancy role providing support and information across UAL on agreed People Strategy priorities. To coach and develop colleagues to initiate effective solutions.
* To foster strong links with HR Business Partners and HR specialists to ensure a solid mutual understanding of underlying issues.
* To deliver learning (digital and face) including 1:1s, briefings and workshops as required by People Strategy priorities.
* To work with the OD leadership team to design, deliver, communicate and evaluate UAL organisational development events and learning programmes in support of agreed People Strategy priorities.
* To refresh programme content to include digital platforms and social media to reinforce the HR brand and improve access to learning, knowledge and feedback.
* To ensure that project action plans are put in place and relevant policy considered as part of an overall programme of HR work for UAL.
* To maintain and develop collaborative relationships with internal and external providers; creating opportunities to work together including with other HEIs and external partners.
* To develop knowledge through research of current theory, legislation and other organisations practice and policy.
* To manage relevant learning environments including bookings, set-up and materials
* Work within the University’s policies and in particular to:
* role model leadership behaviours and when needed effectively challenge colleagues.
* conduct all financial matters associated with the role in accordance with the University’s policies and procedures, as laid down in the Financial Regulations.
* maintain confidentiality of information in line with the requirements of the General Data Protection Regulations (GDPR).
* ensure that Human Resources Customer Services Standards are followed when working with our stakeholders and other UAL and external colleagues.
* to participate in the development of the University’s HR Service, to undertake continuous personal and professional development and to support the development of colleagues.

**General** * Assume other reasonable duties consistent with your role, as determined, which may be assigned to you anywhere within the University.
* Undertake health and safety duties and responsibilities appropriate to the role.
* Work in accordance with the University’s Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
* To personally contribute towards reducing the University’s impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
* Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University’s Planning, Review and Appraisal scheme and staff development opportunities.
* Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
* Conduct all financial matters associated with the role accordance to the University’s policies and procedures, as laid down in the Financial Regulations.
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| **Key Working Relationships**Managers and other staff, and external partners, suppliers etc; with whom regular contact is required will include: * Individual employees
* Colleagues across HR
* Head(s) / Director(s) of Service
* Director(s) of College Administration
* Director(s) of Change Management
* Deans
* Managers
* Trade Unions
* Staff Development Steering Group
* Staff Developers Network
* IT and Internal Communications delivery teams
* HE staff development community
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| **Specific Management Responsibilities**Staff/Matrix working: Leadership and collaborative approaches when working in project teams both within HR and across the university. |

Last updated: **Dec 2019**

**Job Title: Organisational Development Consultant Grade: 4**

**(Qualities are essential unless shown as desirable)**

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| Person Specification  |
| Specialist Knowledge/Qualifications | Qualified or working towards a relevant HR /organisational development qualification equivalent to ILM level 5 With a working knowledge of contemporary approaches within some or all of the relevant specialist areas including:* Employment Policy
* Change Management
* Development and Training
* Organisational Development & Design
* Engagement and Employee Voice
* Recognition and Reward
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|  Relevant Experience | Experience of developing HR policy and guidance for a diverse organisationGeneralist HR experience in the practical application of employment law Experience working with trade unions (desirable) Experience of data collection, analysis and reportingExperience of working as an OD advisor in a large organisation including learning programme delivery and change projects (desirable). Experienced at managing multi-faceted learning or organisational development projects.Experience of delivering briefings, training and communications within your specialismExperience of working with a range of organisational change initiatives.Experience of cross organisation staff engagement and event delivery.Has appropriate levels of digital skills to enable best use of available technology as necessary for the post e.g. SharePoint, Web/Internet, CMS (Canvas). |
| Communication Skills | Communicates effectively orally, digitally and in writing adapting the message for a diverse audience in an inclusive and accessible wayHas a high level of coaching skills and experience and is able to coach and influence stakeholders. |
| Research, Teaching and Learning | Has experience of researching relevant HR topics and networking.A basic understanding of research approaches. Appropriate professional knowledge obtained from studies and the ability to select and apply relevant professional approaches. |
| Professional Practice  | Is able to develop in-depth knowledge and expertise about stakeholder groups and the environment in which they operate.Contributes to advancing professional practice in own area of specialism, i.e. leadership and digital capabilities. |
| Planning and managing resources | Plans, prioritises and manages resources effectively to deliver objectivesIs financially literate and able to work within agreed budgets |
| Teamwork | Demonstrates leadership abilities when working with the Organisational Team, across HR and UALIs able to create collaboration in and between diverse teams and professional groups |
| Student experience or customer service | Builds and maintains positive relationships with colleagues.Is able to have a detailed understanding of the impact of their work, and the work of UAL, on the student and staff experience. |
| Creativity, Innovation and Problem Solving  | Always takes a problem solving approach to business issues and creates opportunities to think creatively with others.Introduces critique, business insight and positive challenge into planning and design to deliver innovative solutions.  |

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

Last updated: December **2018**