

JOB DESCRIPTION	
Job title: Organisational Development Consultant	Accountable to: OD Manager
Contract length: permanent	Hours per week: 35 Weeks per year: 52
Salary: starting £38,359 per annum	Grade: 4
Service: HR - Culture Hub	Location: 50% onsite working- High Holborn with occasional travel to other UAL sites.
<p>What is the purpose of the role?</p> <p>The HR - Culture hub consists of three teams: Organisational Development (OD), Equality, Diversity & Inclusion (EDI) and Staff development (SD).</p> <p>As part of the OD team, the post holder has dual responsibility to provide organisational development advice in their area of specialism and support the OD leadership team in project managing UAL change initiatives and supporting programmes that deliver the People Strategy priorities, across engagement, policy, wellbeing and performance.</p> <p>You will support the consultation, review, development and communication of UAL Employment Policies and central wellbeing activity. You will work collaboratively with internal and external partners and be responsible for providing guidance and knowledge to HR projects. You will work 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.</p> <p>This role provides a career development opportunity for newly qualified professionals, or those currently undertaking a CIPD qualification.</p>	
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • To support the OD Leadership Team in the delivery of staff experience / engagement and change initiatives including the staff survey. • To research and develop employment policy and guidance content, in line with UAL People Strategy priorities, best practice and employment legislation. • To encourage a positive staff experience by managing UAL engagement initiatives including, staff benefits, and communication to staffSupport the OD Leadership Team in embedding the Wellbeing Strategy Statement by managing wellbeing initiatives, including the Staff Wellbeing Hub and campaign activity. • To support a range of consultation processes with key stakeholders including trade unions, management and HR colleagues. • To undertake consultation activities with the wider university such as focus groups, pulse surveys and other interventions to enhance the employee voice. • To work with the Equality, Diversity and Inclusion (EDI) team to embed the EDI agenda within policy and development work and programmes. • To support policy implementation, ensuring new policy and best practice is embedded into the organisation through face to face briefings and digital platforms. • To collate, analyse and report on UAL data including exit interview and staff survey feedback, identifying themes and trends. • To act in an advisory/consultancy role providing support and information across UAL on agreed People Strategy priorities 	

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- 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 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.
 - maintain confidentiality of information in line with the requirements of the General Data Protection Regulations (GDPR) and UAL Data Protection Policy.
 - 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.
- Support the growth of social purpose at UAL through associated OD initiatives
- Undertake continuous personal and professional development, and where applicable, 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.

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
- Deans
- Managers
- Trade Unions
- One UAL Staff Development Steering Group
- Staff Developers Network
- Internal Communications delivery teams
- HE staff development community

Specific Management Responsibilities

Staff/Matrix working: Leadership and collaborative approaches when working in project teams both within HR and across the university.

Last updated: **May 2023**

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(Qualities are essential unless shown as desirable)

Person Specification	
Specialist Knowledge/ Qualifications	<p>Qualified or working towards a relevant HR /organisational development qualification equivalent to ILM level 5</p> <p>With a working knowledge of contemporary approaches within some or all of the relevant specialist areas including:</p> <ul style="list-style-type: none">• Employment Policy• Engagement and Employee Voice• Change Management• Staff Wellbeing Development• Organisational Development & Design• Performance Management• Development and Training• Recognition and Reward
Relevant Experience	<p>Experience of working as an OD/SD Advisor in a large organisation</p> <p>Experience of developing HR policy and guidance for a diverse organisation</p> <p>Experience of cross organisation staff engagement and event delivery</p> <p>Experience of data collection, analysis and reporting</p> <p>Generalist HR experience in the practical application of employment law (desirable)</p> <p>Experience working with trade unions (desirable)</p> <p>Experience of delivering briefings, training and communications within your specialism</p> <p>Experience of working with a range of organisational change initiatives (desirable)</p> <p>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).</p>
Communication Skills	

	<p>Communicates effectively orally, digitally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p> <p>Is able to coach and influence stakeholders.</p>
Research, Teaching and Learning	<p>Has experience of researching relevant HR topics and networking. With a basic understanding of research methodologies.</p> <p>Appropriate professional knowledge obtained from studies and the ability to select and apply relevant professional approaches.</p>
Professional Practice	<p>Is able to develop in-depth knowledge and expertise about stakeholder groups and the environment in which they operate.</p> <p>Contributes to advancing professional practice in own area of specialism, i.e. leadership and digital capabilities.</p>
Planning and managing resources	<p>Plans, prioritises and manages resources effectively to deliver objectives</p> <p>Is financially literate and able to work within agreed budgets</p>
Teamwork	<p>Is able to learn from and facilitate collaborative working in and between diverse teams and professional groups</p>
Student experience or customer service	<p>Builds and maintains positive relationships with colleagues.</p> <p>Is able to have a detailed understanding of the impact of their work, and the work of UAL, on the student and staff experience.</p>
Creativity, Innovation and Problem Solving	<p>Always takes a problem solving approach to business issues and creates opportunities to think creatively with others.</p> <p>Introduces critique, business insight and positive challenge into planning and design to deliver innovative solutions.</p>

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: May 2023