

JOB DESCRIPTION

Job Title: Organisational Development Co-ordinator
Accountable to: Organisational Development Manager
Contract Length: 1 Year **Hours per week:** 35 **Weeks per year:** 52
Salary: £33,090 - £40,638 per annum **Grade:** 4
College/Service: Operations and External Affairs **Location:** High Holborn

About University of the Arts London

Our vision is to be recognised as one of the foremost institutions in the world for learning, practice, research and development in arts, design and communication. To achieve this we will provide a learning environment in which originality is recognised, difference is respected and excellence is pursued.

We will value creative risk alongside the acquisition of skills and knowledge, and promote the challenge of underlying assumptions as an essential element of creative education

Operating at the heart of the world's creative capital, UAL is a vibrant international centre for innovative teaching and research in art, design, fashion, communication and performing arts.

The University's unique creative community is made up of six distinctive and distinguished Colleges:

- Camberwell College of Arts
- Central Saint Martins
- Chelsea College of Art and Design
- London College of Communication
- London College of Fashion
- Wimbledon College of Art

Purpose of the Role

Support and contribute to the wider Organisational Development (OD) and UAL's People strategy; design develop, give advice and ensure the successful execution and embedding of OD and Human Resources programmes, projects and activities.

Assess progress, suggest and implement actions to proactively resolve issues, make recommendations for change and ensuring follow-up for effectiveness.

Key Responsibilities

- Facilitation and delivery of group and one to one learning e.g. induction, Staff Development Festivals, appraisal and policy workshops, focus groups and away-days.
- Provide an advisory and information service to university staff; giving support and guidance on learning needs and skills development.
- Manage and support the HR change process by delivering group workshops and one to one advice on career development, supporting team re-structures across UAL as required, with guidance from the Organisational Development (OD) Manager.
- Management of the Personal Development and Management Development programmes with guidance from the OD Manager.
- Manage the UAL Apprenticeship Scheme, working closely with the Recruitment Team and oversee the UAL-wide programme with guidance/support from the OD Manager.
- To support the OD Manager in the co-ordination, management and development of the coaching network.
- Liaise and build relationships with suppliers to ensure the high quality and effectiveness of all programmes and actively research new suppliers to keep our portfolio diverse and refreshed.

- To write effective communications and engaging copy for OD activities
- Responsibility for reporting on course attendance and evaluation data for Personal Development and Management Development programmes and coaching assignments
- To provide the OD team with administrative support where needed
- To play an integral part in the OD teams' major projects.
- Manage the content development and efficient running of the ODs online learning communities, including learning fora for each course topic and the development and maintenance of the Organisational Development & Coaching website.
- Project support for the Associate Director, People Strategy.
- Maintain an up to date knowledge of all Social Media to ensure OD have an online presence for promotional and staff engagement purposes.
- To work flexibly with the other members of the OD support team, to provide absence cover, assist with heavy workload administrations tasks, setting up and maintaining the training facilities and supporting the OD Manager and Associate Director, People Strategy as necessary.
- To perform such duties consistent with your position as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.

Key Relationships/Stakeholders

- Colleagues within the HR department
- Head(s) / Director(s) of Service
- Director(s) of College Administration
- Director(s) of Change Management
- Deans
- Managers
- UAL Staff Developers
- Staff
- External and internal partners including Trade Unions locally and nationally

It is important you have the ability to develop effective professional relationships, enabling you to influence key stakeholders across the University.

Specific Management Responsibilities:

Budgets: N/A

Staff: N/A

Other (e.g. accommodation; equipment): N/A

Signed: _____ Date of last review: _____
(Recruiting Manager)

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Grade: 4

Person Specification

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Specialist Knowledge/ Qualifications	Educated to at least A-level, or equivalent work experience
	CIPD or Degree qualification is desirable
Relevant Experience	Experience of working in an environment that values learning, preferably in Higher Education, with an understanding of different approaches to learning e.g. classroom, e-learning, on-the-job coaching
	Facilitation and training delivery and design experience
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates self and other team members effectively, setting clear objectives to manage own performance
Research, Teaching and Learning	Adapts approach and style to suit learners' needs
	Monitors and assesses learning, giving effective and considerate feedback and guidance
	Designs and/or adapts content and learning materials to suit the needs of different learners
Professional Practice	Contributes to advancing professional practice in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Customer Service	

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	Builds and maintains positive relationships with staff, customers and students
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last updated: July 2017