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JOB DESCRIPTION	
Job title: Organisational Development Consultant (Digital Skills/Technology)	**Accountable to**: Organisational Development Manager
Contract length: Permanent	**Hours per week**: 35 **Weeks per year**: 52
Salary: £33,653 -£43,550	**Grade**: 4
Service: Operations & External Affairs/Academic Development Services	**Location**: Any UAL London location

What is the purpose of the role?

The post holder has dual responsibility to provide organisational development consultancy in their area of specialism and project manage UAL change activities and supporting development programmes. A key adjunct to the role is the sharing of knowledge and expertise from the role holder to colleagues in HR and across UAL as required.

Reporting to the Organisational Development Manager you will provide digital learning expertise and advice on creative and innovative e-learning solutions. You will lead on the procurement and development of e-learning content in support of our People Strategy aims with a focus on editing & maintaining e-learning and multimedia on a range of UAL digital platforms, to include, Canvas, SharePoint, Moodle and UAL Learning Management Systems.

Duties and Responsibilities

- 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 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 design, deliver, communicate and evaluate UAL organisational development events and learning programmes in support of agreed People Strategy priorities.
- To include UAL technologies in the promotion and communication of People Strategy activities.
- 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 deliver learning (digital and face) including 1:1s, briefings and workshops as required by People Strategy priorities.
- To foster strong links with HR Business Partners and HR specialists to ensure a solid mutual understanding of underlying issues.
- 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 maintaining and developing 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 o undertake health and safety duties and responsibilities appropriate to the role.
    - o Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
    - o Maintain confidentiality of information in line with the requirements of the General Data

Protection Regulations (GDPR).
- o Ensure that the Human Resources Customer Services Standards (CSE) are followed when working with our stakeholders and other UAL and external colleagues.
- o 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.

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

Specific Management Responsibilities

Budgets: Oversee and maintain resources, including budgets, allocated to People Strategy priorities. Budgets will be identified/ring-fenced sums from either the OD/HR budget or other relevant UAL budgets.

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

Last updated: **June 2018**

Job Title: Organisational Development Consultant   **Grade: 4**
(Qualities are essential unless shown as desirable)

Person Specification	
Specialist Knowledge/ Qualifications	Qualified or working towards MCIPD or relevant training and development /organisational development qualification equivalent to ILM level 5 With a working knowledge of contemporary approaches within relevant specialist areas including: • Change Management • Development and Training • Organisational Development & Design • Workforce and Talent Planning • Progression and Career Pathways • Recognition and Reward
Relevant Experience	Experience of working as an OD advisor in a large organisation including learning programme delivery and change projects. Experienced at managing multi-faceted learning or organisational development projects. Experience of delivering briefings, training and communications within your specialism Experience 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. Adobe Captivate, Moodle, 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 way Has 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 objectives Is financially literate and able to work within agreed budgets
Teamwork	Demonstrates leadership abilities when working with the Organisational Team, across HR and UAL Is 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: **June 2018**