

Job Title:	Senior Organisational Development Advisor
Grade:	7
Salary:	£39,906 to £46,049 per annum, pro-rata
Department:	Human Resources
Hours/Contract:	Part time (between 27-30 hours per week) Permanent
Job Family:	Management and Administration
Reference:	12899

Role Purpose

This is a wide-ranging post with a remit contributing to both staff and organisational development through the development, delivery and evaluation of workshops, programmes and on-line learning resources, as well as the opportunity to contribute to organisational development projects.

Reporting to the Head of Organisational Development, this role will support the delivery of the University's strategic plan through the provision of structured staff and organisational development activities, and initiatives in the broad area of staff and organisational development.

Main Duties and Responsibilities

- Work collaboratively with colleagues in the Organisational Development Team to design, develop and facilitate a variety of staff/professional development opportunities, ensuring they are strategically aligned, demonstrating best practice and meeting individual and organisational needs.
- Develop and facilitate workshops to meet the strategic aims of the organisation, contributing to:
 - the suite of development programmes delivered by OD
 - operational excellence initiatives
 - promoting and maximising levy funded apprenticeships across the University, liaising with providers and learners as required
- Provide an OD partnering service to one of the University's colleges, supporting the Head of College and HR Business partner in addressing organisational development needs
- Support the delivery of the University's central induction and provide guidance on local induction activities.
- Support the Head of OD in developing and delivering senior leader induction and networking activities
- Be an active member of the University's Coaching and Mentoring Academy, providing coaching and/or mentoring to leaders and staff as appropriate.

Internal and External Relationships

- Provide advice and guidance on professional development to both academic and professional services managers and staff.
- Develop relationships with apprenticeship providers as required.
- Develop relationships within Colleges and Professional Services departments.



- Develop and support networks and communities of practice for discrete staff and interest groups.
- Work closely with the Head of OD and the OD Specialist and senior members of the HR division.

Planning and Organising

- Develop good practice guides in management and leadership.
- Ensure engagement with existing on-line resources and develop models of mixed delivery to maximise their impact.
- As a full and active team member, contribute to the quality and profile of the University through a commitment to continuous improvement and on-going CPD.

Qualifications, Knowledge and Experience

Essential

- A degree, preferably in organisational/occupational psychology or equivalent relevant experience*
- Demonstrate previous experience in an organisational development role in a large complex organisation. *
- Demonstrate experience of identifying development needs and then designing, delivering and evaluating the solutions and impact at individual, team and organisational level*
- Experience of working collaboratively across teams to achieve the desired outcomes
- Experience of building networks and developing learning partnerships in a short timeframe
- Coach qualified to ILM level 5 (or equivalent) and/or extensive coaching experience
- Excellent understanding of how people learn and of how to evaluate this learning
- Experience of report writing and analysis*

Desirable

- Coaching qualification at level 7
- Experience of supporting change within an organisational context
- Knowledge and application of continuous improvement methodologies
- Knowledge of apprenticeship levy rules and apprenticeship methodology
- Membership of other relevant staff/organisational development and professional bodies
- Trained in the use of psychometric tools
- Experience of developing online resources





Skills, Abilities and Competencies

Essential

- High level written* and verbal communication skills demonstrating professional credibility at all levels
- Ability to build professional relationships in a wide organisational context
- Effective presentation and facilitation skills with diverse audiences
- Good practice in training and development
- Effective influencing skills
- Understanding of and use of technology to support learning
- Confidence with standard IT software – Word, Excel and PowerPoint
- Excellent organisational skills
- Ability to work independently and contribute to a team
- Flexible with a proactive and positive approach to work
- Resilient, able to cope under pressure with competing priorities and ambiguity
- Customer focused approach with the ability to deal with situations in a confidential manner
- Demonstrates sound judgment in identifying sensitive or confidential information and handling it appropriately

Desirable

- Experience of delivering in a virtual learning environment
- ****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values





Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

