Organisational Development Consultant
People and Organisational Development

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Overview of the role

Organisational Development Consultant

Location: Oxford city centre office with a flexible approach to remote working
Grade 8: £42,149 – £50,296 per annum (pro rata)
Full Time, Fixed Term Contract to 31st July 2023

About the Role

A fantastic opportunity to be part of a high impact and well respected organisational development team, serving the needs of the whole University. The role will provide support, advice and challenge to leaders in a consultancy capacity, as well as steering a portfolio of learning interventions and change projects.

Following the reorganisation of the People and Organisational Development (POD) team, the role represents a positive shift in direction, as the team establishes three key focus areas: leadership, professional services and research staff. The individual will have the opportunity to help establish new expectations and a refreshed service to the University as the team takes a step back to review and renew the central provision.

The role will support the design and introduction of a talent development pathway for administration and finance professionals. They will engage with a broad range of stakeholders to embed career development routes and communities of practice that draw together staff who share professional expertise but are distributed across the across the breadth and depth of the University.

You will be part of a brand new professional services hub team focused on improving the experience and development opportunities for professional services staff. You will play a key role in the design, development, piloting and rolling out of institution wide initiatives.
You will be responsible for multiple high profile people development programmes.

About You

You will be a motivated, creative problem solver who enjoys working collaboratively and getting things done. You will be able to see the big picture, yet have sharp attention to detail. Employee engagement and experience will be at the forefront of your mind and you will have demonstrable examples of embedding equality, diversity and inclusion principles in your work.

You will be a good listener and enjoy forming relationships with diverse stakeholders. You will be able to work in complex environments and understand the challenges and opportunities facing professional services staff in higher education. You will be excited at the opportunity of joining POD at this exciting stage in its lifecycle and ready to become an active and engaged member of a truly high performing, close knit team.

More information

Please contact the Head of POD, Alice Chilver (alice.chilver@admin.ac.uk) for an informal chat about the role.

Key Responsibilities

1. Client consultancy
    • Understand client challenges and opportunities, design and implement consultancy assignments that take a systemic view to achieving change.
    • Provide guidance and support for departments and teams commission OD interventions to effect change.
    • Provide strategic OD consultancy that enables leaders, teams and units to change and evolve.
    • Contribute to and actively support the development of people related strategy within your client group as well as at an institutional level.
    • Provide exemplary customer service demonstrating a positive, can-do approach when interacting with stakeholders.
    • Manage workload by contracting client work with clear outcomes and success measures agreed.
    • Seek out and draw on best-practice through engagement within and outside the university.
    • Draft and compile key reports and documentation to enhance the client experience and increase awareness in POD's services and impact.

2. Development programmes
    • Take end to end ownership of a select number of people development programmes that POD delivers to university staff. Continually strengthen and enhance the impact of these programmes.
    • Consider programme and workshop evaluation and revising and refreshing the content and delivery in collaboration with colleagues to ensure that it reflects the needs of participants, the institutional context in which it takes place and the agreed outcomes.
    • Actively identify and respond to changing development needs of staff through extensive stakeholder engagement at all levels of the organisation.
    • Design and deliver content of impactful initiatives including workshops, seminars, online resources and activities and other interventions.
    • Source appropriate internal and external contributors to programmes and workshops as agreed in order to achieve the required standard of delivery.
    • Work collaboratively with the POD team and HR professionals across the University to draw on expertise, build engagement and work creatively to deliver optimal solutions.
    • Engage with external organisations for idea sharing. Promote opportunities and achievements at relevant events.
    • Coach individual members of staff as agreed,

3. Professional services development initiatives
    • Contribute to the design and delivery of a career development strategy for professional services staff.
    • Take a proactive role in understanding and responding to the development needs of professional services staff keeping abreast of best practice and latest research.
    • Contribute to the development and delivery of interventions to support the development of professional services staff at an institutional wide level.
    • Draft and support the development of funding bids and business cases to secure funding for new initiatives.
    • Support the collation of activity data against key performance metrics and strong evaluation processes for all interventions.
    • Support the introduction of career pathways across the major service areas.

4. The POD team
   • Deputise for the Senior OD consultant as required, attending any meetings or contributing to any aspect of work as required.
   • Support the establishment of new systems and ways of working across the wider POD team for example the development of a consultancy triage and contracting framework, new governance structures and protocols.
   • Be an active, engaged, and supportive member of and representative of the HR function within and beyond the University.
   • Be proactive in keeping up to date with the University's EDI priorities.
   • Be creative and committed to realising EDI prioritise through POD's work wherever possible.
   • Support and develop best practice networks.

Selection Criteria

Key skills

1. Interpersonal and communication skills, including the ability to present, explain, motivate, engage, influence, persuade and challenge at all levels. Able to manage highly complex or difficult conversations and convey sensitive messages to individuals or large groups.

2. Delivering impactful training on complex topics to senior leadership teams and large groups.

3. Excellent facilitation skills, including group facilitation and advising on people development issues

4. Consultancy skills and knowledge, including implementing the full cycle of consultancy from contracting diagnostic, design, delivery and evaluation.

5. Ability to take a research-informed approach to designing, delivering and evaluating participative staff development seminars and other learning activities

6. Ability to write board level reports and compelling business cases, evaluate and report to senior stakeholders on priorities and impact

7. Ability to identify strategic long-term objectives within a complex environment where conflicting priorities for budget and resources are a continuous pressure.

8. Ability to translate and embed EDI priorities into OD interventions.

9. Ability to work autonomously in a complex environment where standards of written work are high and where a consultative approach to work is valued

Key experiences
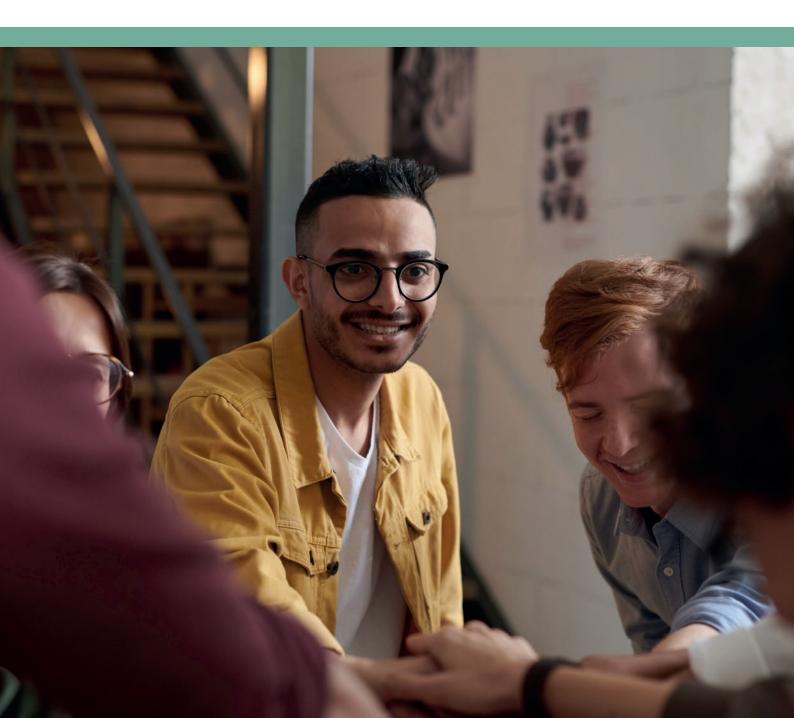
• Being a proactive, supportive and effective member of a team
• Managing and influencing stakeholder requirements and needs
• Designing and delivering intentional and impactful institution wide interventions with measurable outcomes
• Providing organisational development consultancy to a varied groups and in a range of environments
• Developing and implementing strategic priorities
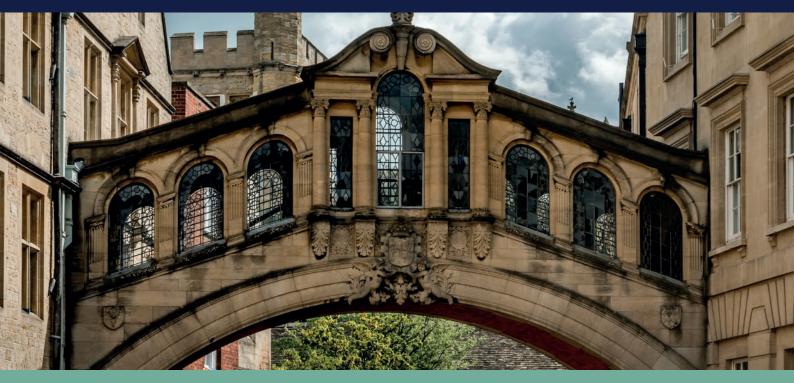• Changing and improving services

Key behaviours

- Ethical practice.
- Professional courage and influence.
- Valuing people.
- Working inclusively.
- Commercial drive.
- Passion for learning.
- Insights focused.
- Situational decision-making.

Desirable qualifications

- Post graduate qualification in OD/Psychology/HR Management or Business
- CIPD or other relevant professional body
- Specialist knowledge in OD in large complex organisations

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

People and Organisational Development (POD)

POD's role is to support the University's strategic aims through the targeted development of people by:

· Formulating and informing strategy regarding people development across the University
· Promoting best practice in leadership and management and in people development
· Helping leaders and managers to enhance team, departmental and divisional effectiveness
· Enabling individuals to take charge of their own development through self-directed learning
· Supporting targeted development initiatives for under-represented groups
· Promoting equality, diversity and inclusive management practice throughout our work

Today, the POD team comprises 21 roles. POD is made up of four teams: the research staff hub; leadership hub; professional services hub and; strategy and operations team.

For more information please visit: http://POD.admin.ox.ac.uk

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the Apply Now button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

From 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox-.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts. See www.admin.ox.ac.uk/personnel/staffinfo/benefits