Organisational Development Advisor
People and Organisational Development

Contents

Overview of the role

Organisational Development Advisor

Location: Oxford city centre office with a flexible approach to remote working
Grade 7: £33,309 – £40,927 per annum (pro rata)
Role: There are two 0.5 FTE roles available, one to support the leadership hub and one to support the professional services hub.
We can appoint at 1 FTE to cover both roles, or as two part-time roles. Please call to discuss.

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(s) will provide support to our Organisational Development Consultants, as well as helping to steer a portfolio of learning interventions and change projects.

Following the reorganisation of the People and Organisational Development (POD) team, the role(s) represents a positive shift in direction, as the team establishes three key focus areas: leadership, professional services and research staff. The individual(s) 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(s) will support Organisational Development Consultants with work across the Leadership Hub and the Professional Services Hub. You will provide support for all aspects of their work whether that is scoping, planning, contracting, and delivering client consultancy assignments or designing and delivering change projects or programmes.
You will play a critical support role in the successful delivery of major institution wide initiatives and be highly valued and active members of the wider POD team.

About You

You will be a motivated, creative problem solver who enjoys working collaboratively and getting things done. You will be passionate about learning and learning solutions that make a measurable difference.

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. **Support the planning and delivery of consultancy assignments**
    • Attend initial client meetings to diagnose issues and prepare consultancy proposals.
    • Work with consultant and clients to manage and deliver a successful client contracting experience from start to finish.
    • Support consultant with activities including interviews, surveys, report writing, workshop facilitation, and workshop output capture.
    • Throughout the assignments, creating and maintaining key documents such as project plans, risk and issue logs, benefits realisation plans and other key monitoring elements and providing direction to team coordinator.

2. **Support the development and delivery of projects and programmes**
    • Support the consultant in driving forward major university programmes and projects
    • Design and develop stakeholder engagement plans to support the successful delivery of projects and programmes.
    • Work collaboratively across the University to draw on expertise, build engagement and work creatively to deliver optimal solutions.
    • Engage with external organisations for idea sharing.

3. **Contribute to the development of provision offered by POD in particular:**
    • Conduct research to understand best practice and support the development of new/revised interventions.
    • Support the design development of impactful initiatives including programmes, workshops, seminars, online resources and activities and other interventions.
    • Seek input from the Digital Learning Coordinator in the design and development of workshops and activities.
    • Lead the delivery and facilitation of sessions, workshops and entire programmes where appropriate.
    • Liaise with the Portfolio Coordinator to understand programme planning processes and requirements.
    • Prepare programme reviews, conducting preliminary research, gathering quantitative and qualitative data.
    • Prepare workshop and session learning materials.
    • Review interventions and monitor their impact and effectiveness.
    • Support the growth and development of staff networks and communities of practice as appropriate.

4. **Stakeholder engagement**
    • Actively engaging with stakeholders and interested parties across the University to support the work of the Hub and in particular, working closely with the project sponsor on direction and ensuring that they and the project board are kept up to date appropriately with project progress

5. **Equality, diversity and inclusion**
    • Use every opportunity to embed equality, diversity and inclusion principles.
    • Be proactive in keeping up to date with the University's EDI priorities.
    • Be creative and committed to realising EDI priorities p through POD's work wherever possible.

6. **Deputise for and support colleagues**
    • To deputise for the consultants as required to attend any meetings or contribute to any aspect of the consultants' portfolio
    • To contribute to wider aspects of POD and HR and the development of POD and HR as required at internal or external events and through internal projects and programmes of work.

Selection Criteria

Key skills

1. Interpersonal and communication skills, including the ability to present, explain, engage, and persuade key stakeholders.
2. Able to communicate complex ideas into clear, compelling written communications using MS packages and other digital tools.
3. Customer service mindset, demonstrating a positive, solution-oriented approach.
4. Ability to deliver workshops, presentations and training to large groups.
5. Designing and delivering projects and programmes on time and on budget, working in partnership with stakeholders, able to demonstrable ability to anticipate and overcome challenges.
6. Ability to write compelling proposals, evaluation, impact and progress reports and present findings to stakeholders.
7. Engaged team member, aware of personal impact and able to demonstrate the ability to work well with others in a positive and supportive way that delivers results.
8. Ability to work independently, setting and delivering key milestones and objectives.
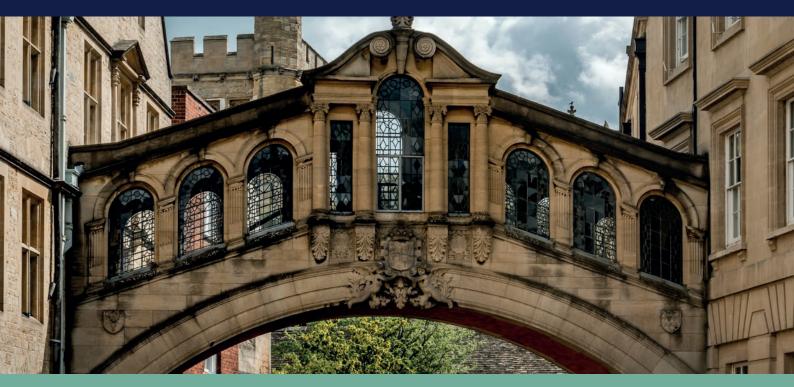9. An understanding of EDI priorities and what role OD plays in achieving change.

Key experiences

- Contributing effectively to a team
- Relationship building with stakeholders
- Understanding stakeholder requirements and needs
- Preparing reports, presentations and key documentation
- Overcoming challenges and problem solving
- Supporting clients and exceeding customer expectations
- Developing and implementing projects
- Continuous improvement

Key behaviours

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

Desirable:

- Qualification in OD/Psychology/HR Management or Business
- Experience working in a learning and development team / environment

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

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our jobs website https://www.jobs.ox.ac.uk/how-to-apply

If you would like to apply, go to www.recruit.ox.ac.uk, find the role and 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.

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

Please note that if you do not upload a completed supporting statement, we will be unable to consider your application for this role. The inclusion of the supporting statement is a mandatory step in the online application process. Please note that CVs (on their own) will not be considered as part of the selection process and will not therefore be accepted as a substitute for a supporting statement.

All applications must be received by 12:00 midday (GMT/BST) on the closing date stated in the online advertisement.

Please upload all documents as PDF files with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

Help and support is available from: https://hrsystems.admin.ox.ac.uk/recruitment-support If you require any further assistance please email recruitment.support@admin.ox.ac.uk To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

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)

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