Human Resources Job Function

HR Organizational Development Consultant IV
Grade: 58  
Job Code: H0658P  
Job Family: HR Organizational Development Consulting  
Job Family Matrix: HR Organizational Development Consulting

Summary
Provide organization development consulting to schools/units in order to meet organizational needs. Consulting responsibilities may entail focus on inclusion, innovation and engagement; designing and implementing large-scale change efforts, process improvement efforts, strategic planning, and leadership development.

Core Duties
- Plan, design, and implement comprehensive organizational development programs and sessions for areas such as such as innovation, employee engagement, diversity, inclusion and belonging, change management; strategy development; organization design; retreat design and facilitation; and leadership development
- Define the requirements of a given initiative or project, develop a work plan, and recruit/enlist key partners and stakeholders
- Manage the day to day implementation of large-scale University-wide OD projects, tracking and reporting status and outcomes
- Deliver workshops and trainings as needed
- Craft communications, reports and/or presentations as a possible deliverable of any given project
- Collaborate with relevant colleagues in developing intervention strategies
- Represent area on University and external committees
  Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 7 years’ relevant work experience

Additional Qualifications and Skills
- Master’s degree in relevant field
- Proficiency in Microsoft Office Suite
- Solid knowledge of executive coaching practices

Certificates and Licenses
- Certificate in executive coaching (or equivalent training or experience)

Physical Requirements

Working Conditions
- Work is performed in an office setting