

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 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