

Human Resources Job Function

HR Organizational Development Professional III

Grade: 57

Job Code: H0657P

Job Family: HR Organizational Development Consulting

Job Family Matrix: [HR Organizational Development Consulting](#)

Summary

Independently provide comprehensive content and resource creation and best practice curation for areas including innovation; employee engagement; diversity, inclusion and belonging; change management; strategy development; organization design; retreat design and facilitation. Provide project management on related efforts.

Core Duties

- Plan, design, and implement comprehensive organizational development solutions for areas such as innovation, employee engagement, diversity, inclusion and belonging, change management; strategy development; organization design; retreat design and facilitation
- 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
- Curate engaging social media content, design and conduct surveys, and manage web platforms
- Collect, share and publicize resources, tools and best practices for key initiatives
- Craft communications, reports, toolkits and/or presentations
- Collaborate with others in the delivery of services to clients
- Represent unit 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 5 years' relevant work experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting

