

Job Description

Job title: Change and Organisational Development Specialist

Faculty/Directorate: People Services

Grade: F **Role profile:** SMF1

37 hours per week (alternative working hours can be considered)

Duties of the role	
Overall purpose of the role	<p>The purpose of the Change and Organisational Development (C&OD) Specialist role is to scope, design and deliver a multifaceted suite of Organisational Development interventions aligned to organisational change, transformation and restructuring programmes and strategic projects</p> <p>The role is part of the Change Team within the People Services function and will report to a Senior People Partner, with a dotted line to the Learning and Organisational Development Manager.</p>
Main duties and responsibilities	<ol style="list-style-type: none"> 1. Provide organisational development expertise on organisational change, transformation and restructuring programmes, drawing on practical tools, approaches and methodology to inform the different stages of a change process. 2. Work alongside other People Services colleagues and business stakeholders to diagnose organisational requirements, analyse organisational data and develop integrated organisational design and development solutions to foster a holistic approach to organisational design and development. 3. Develop and implement toolkits, resources, facilitate workshops and learning events to support leaders and managers before, during and after change enabling them to effectively lead and sustain change within their teams. 4. Curate, design and deliver leadership and management development interventions aligned to DMU's Leadership and Management Standards and Behaviours framework. 5. Measure and evaluate the impact of Organisational Development Interventions, providing recommendations for continuous improvement. 6. Build effective relationships with senior leaders, managers and project teams, acting as a trusted advisor on organisational development, change management and leadership capability.

Duties of the role

7. Contribute to and lead projects that support delivery of DMU's Empowering University Strategy and wider university priorities.
8. Collaborate with colleagues in the wider People Services directorate, supporting strategic projects, organisational initiatives and staff engagement activity.
9. Maintain an up to date understanding of change management and organisational development and design approaches, applying this insight to project delivery and sharing best practice within People Services.
10. Source and manage external suppliers when required to deliver strategic change projects, managing associated budget and contracts.
11. Coach, mentor and support colleagues to encourage change and organisational development skills to be embedded in projects and programmes.
12. Perform any other duties commensurate with the job grade as reasonably required from time to time.
13. Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.
14. The post holder is required to minimise environmental impact in the performance of the role, seek to promote environmental sustainability within area of responsibility and actively contribute to the delivery of the DMU Environmental Policy.

Person Specification

Change and Organisational Development Specialist

People Services

Grade F

Role profile: SMF1

Full time (37 Hours) (alternative working hours can be considered)

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
Technical	Professional qualification in Change/Organisational Development or equivalent experience	Essential	x			x
	In depth and up to date knowledge of Organisational Development tools, approaches and methodology used in the context of change and transformation	Essential	x	x		
	Experience working within the HE sector	Desirable	x	x		
	Experience of designing, delivering and evaluating organisational development interventions on change and transformation programmes (including restructures) within a large, complex organisation	Essential	x	x	x	
	Experience of working collaboratively with senior leaders, managers and stakeholders to diagnose organisational needs and develop appropriate solutions.	Essential	x	x	x	
	Experience of designing and implementing toolkits, resources, facilitating workshops and learning events aligned to change and transformation	Essential	x	x	x	
	Experience of providing internal and/or external consultancy on organisational development, leadership and management development and change initiatives.	Essential	x	x		
Personal Effectiveness	Ability to effectively plan, set priorities, and manage several complex projects simultaneously.	Essential		x	x	
	Ability to influence senior stakeholders and engage them in Change and Organisational Development approaches to address organisational needs	Essential	x			

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
	Ability to work effectively within a matrix environment and building collaborative relationships across functions.	Essential		x		
Performance	Ability to interpret and analyse complex data and metrics and to translate this practical and tangible organisational development solutions	Essential	x	x		
	Ability to evaluate the effectiveness and impact of organisational development interventions and make evidence-based recommendations for improvement.	Essential	x	x	x	
	Ability to build relationships with key stakeholders, and engender trust	Essential	x	x		
	Experience of managing budgets, financial activity and spend	Essential	x	x		
	Ability to manage external contracts and 3 rd party arrangements to ensure value for money and excellent customer satisfaction levels	Essential	x	x		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**