

Job Description

Position/Job Title:	Organisational Development Administrator
Ref:	0000300453
Faculty/Professional Service:	Human Resources and Organisational Development
Group/Section:	Organisational Development and Engagement
Location/Building:	Office is based at Lansdowne Campus, but post holder is expected to work across campus
Normal hours per week:	37 hours (Part-Time considered) (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	3
Accountable to:	Head of Organisation Development and Engagement

Job Purpose

As part of a team of high performing professional experts, work in collaboration with the wider OD and HR teams in order to support faculties and services to deliver organisational design and change, and design and deliver responsive and innovative business initiatives to further the development of BU.

Work collaboratively across BU taking responsibility for the administration and coordination of relevant activities to develop BU and embedding a positive staff experience.

Support the Head of Organisation Development and Engagement to deliver BU2035, including to:

- Undertake all administration and financial tasks within the OD and Engagement team.
- Contribute to the maintenance of BU's OD and staff development resources including the HR and OD's SharePoint, the People Hub.
- Coordinate and administer all OD and staff development events, workshops and programmes.
- Coordinate and administer Equality, Diversity & Inclusion (EDI) events and provide administrative support to the EDI Manager.
- In conjunction with Marketing & Communication colleagues, contribute to the administration of relevant staff reward, celebration, engagement and recognition events.

Provide high quality professional support and administration to the OD and engagement team and wider HR service as required.

To proactively promote and embed equality, diversity and inclusivity through all activity to ensure a diverse and inclusive workforce.

Main Responsibilities

Undertake all the administration and coordination for OD and learning and development interventions and learning provision linked to induction, organisational design and change, leadership development and talent management, staff engagement and recognition, wellbeing, succession planning including role and career frameworks, coaching and mentoring, and psychometric tools. This includes recording attendance and handling enquiries.

Support the OD Team in the implementation of projects and organisation of programmes, for example: Leadership; Talent Management; Succession Planning; and Coaching and Mentoring.

Support the EDI Manager with the implementation of equality, diversity and inclusion strategies including support during events and at committee meetings.

Work collaboratively within the Team to ensure that organisational development events and programmes are organised, promoted and delivered in an effective and timely way.

Update content in blended formats and the effective use of Brightspace (our Virtual Learning Environment) and the People Hub SharePoint site.

Play a coordination role in the growth, development and usage of Brightspace and other online learning content.

Monitor the usage of Brightspace content and the engagement in activities, using qualitative and quantitative data analysis methods and software to identify trends

Update and maintain pages on the People Hub, to ensure that they provide practical information and convey a sense of organisational culture.

Under direction complete programme administration for assigned organisational and leadership development programmes.

Liaise with internal and external organisers and facilitators to ensure seamless and professional delivery of learning provision.

Contribute to regular team reporting on workload volumes and performance against service levels.

As required input, update and maintain relevant management information and workforce data for faculties and services to identify trends and establish areas requiring action and to develop proactive solutions to ensure appropriate organisational solutions are identified.

Support the delivery of the staff survey, dissemination of information and reporting key headlines in respect of staff satisfaction and subsequent actions to be taken.

Support the application of the evaluation models to review the quality and impact of the team's provision.

Actively contribute to organisation reporting and measurement requirements.

Undertake contractual and financial administration as required for the OD Team.

Work collaboratively across the service to ensure continuing integration of relevant activity in order to ensure effective use of skills and experience to deliver service excellence aligned to the requirements of faculties and services.

Routinely review processes and procedures to ensure continuous improvement and efficiency within the administration and coordination activity.

Seek to develop a good understanding of BU, faculty, staff and sector issues, developing and monitoring the services provided and contributing towards a system of continuous improvement.

Accurately maintain all attendee and employee records, ensuring that all data is stored and retained appropriately to ensure compliance with the Data Protection legislation.

Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Ensure that all aspects of work achieve high levels of Service Excellence; contribute to the team's continuous improvement by identifying opportunities for process enhancements and technological solutions to deliver measurable improvements to service.

Undertake a programme of continuing professional development in order to stay up-to-date professionally.

Contribute and participate in departmental succession planning and developmental activities.

Promote BU's policies on Equality, Diversity and Inclusion.

Actively identify opportunities to enhance, embrace and embed our distinctive Fusion approach within Human Resources & Organisational Development activities.

Dimensions

Deliver a professional administration and coordination service for an influential and transformational Team.

Contacts

Internal: Executive Team, Executive Deans, Directors of Professional Services, academic and professional/support staff in Faculty and Professional Services, HR&OD Colleagues

External: Advance HE, Advance HE, ODHE and Staff Development regional networks, Partner Institutions, Other HE Institutions, Government agencies, Professional organisations, External third-party providers, coaches and facilitators

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Additional Information

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

October 2025

Person Specification

Position / Job Title: Organisational Development Administrator		Position No: 0000300453
Faculty/ Service: Human Resources and Organisational Development		
Date: October 2025		
SELECTION CRITERIA	Essential / Desirable	
Knowledge (including experience and qualifications)		
Qualifications		
Degree or equivalent	D	
Level 5 CIPD qualification or equivalent or a commitment to obtaining this within an agreed timescale	E	
Evidence of continuing professional development	E	
Knowledge and experience		
Up to date knowledge of current best practice and innovations within the OD profession	D	
Significant experience and proven track record of transactional administrative work in a busy and complex environment	E	
Evidence of organising and coordinating staff development and engagement activities in organisational contexts, for both small and large groups	D	
Experience of proactive coordination of work activity and delivery of priorities	E	
Substantial experience of volume data entry and/or workflow administration in a complex system	E	
Financial administration experience	D	
Understanding and evident commitment to promoting equality and diversity	E	
Understanding of current policy developments in HE and their implications on OD activity	D	
Project management experience, where innovative solutions have been delivered, both personally and through a team	D	
Skills		
Exceptional organising and co-ordinating skills	E	
Effective negotiation and influential skills	E	
Highly competent at prioritising own workload, managing deadlines and working under pressure	E	
Excellent interpersonal and communication skills, able to work with internal and external colleagues at all levels	E	
Excellent digital and IT skills with a high degree of comfort with technology	E	
Attributes		
Ability to work under pressure and constantly re-evaluate priorities	E	
Ability to champion new technologies and ways of working	E	
Ability to proactively deliver measurable and visible improvements in service quality	E	
Integrity, openness and transparency, kindness, respect, a positive mind-set and a caring approach	E	
Ability to work proactively and independently with excellent time management and prioritisation skills	E	
Confidential and diplomatic but assertive as appropriate	E	
Able to recognise when issues need to be passed to more senior colleagues for action	E	
Commitment to ensuring equality and diversity	E	
Commitment to own continuous personal and professional development	E	
Strong service excellence ethos	E	
Commitment to BU's values of excellence, inclusivity, creativity and responsibility	E	