

## Job Description

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| <b>Position/Job Title:</b>           | <b>Organisational Development Adviser (Maternity Cover)</b>  |
| <b>Location/Building:</b>            | <b>Studland House, Lansdowne site, but post holder is expected to work across campus</b>   |
| <b>Faculty/Professional Service:</b> | <b>Human Resources and Organisational Development</b>  |
| <b>Group/Section:</b>                | <b>Leadership and Talent Development</b>   |
| <b>Duration:</b>                     | <b>Fixed term from 6 October 2025 to 5 October 2026</b>  |
| <b>Normal hours per week:</b>        | <b>22.2 hours (0.6 FTE)<br/>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b> |
| <b>Grade:</b>                        | <b>6</b>   |
| <b>Accountable to:</b>               | <b>Leadership and Talent Development Manager</b>   |

### Job Purpose

As part of a team of high performing professional experts aligned to BU2035, 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 and events to further the development of BU.

Work collaboratively across BU taking responsibility for innovation and planning relevant activities to develop BU, embedding a positive staff experience and positively influencing a culture of staff engagement and wellbeing.

Support the Leadership and Talent Development Manager to deliver BU2035, including to:

- Contribute significantly to BU-wide initiatives including leadership and talent development, management and succession planning and supporting and oversee engagement and recognition events.
- Design and deliver staff development and engagement programmes including bespoke solutions.
- Play a key role working with stakeholders to identify training and learning and development need and identification of appropriate impactful interventions.

Provide high quality professional support and advice to faculties and services on a range of organisational and staff development issues, using insight and experience to build leadership and organisational capability to enable the delivery of sustainable organisational change.

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

### Main Responsibilities

Design, facilitate, deliver and evaluate high-quality OD interventions and learning and development 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.

Scope, advise and design bespoke events and tailored learning provision in line with organisational priorities.

Conduct learning and development and training needs analysis with a view to creating interventions ensuring that these link to BU2035, departmental and individual aims.

Work collaboratively to ensure seamless links in BU's approach to leadership, organisational design, talent development and management and succession planning, in line with the workforce profile and organisational priorities.

Design and deliver engaging digital learning and development opportunities including creating new provision in blended formats.

Undertake programme leadership for assigned organisational and leadership development programmes.

Develop managers to increase capability in managing, leading, developing, engaging and motivating high performing teams.

Contribute significantly to BU-wide initiatives including leadership, management and talent development, succession planning, engagement and recognition events.

As directed support faculties and services in developing and implementing appropriate engagement strategies for staff and in doing so positively influence the staff experience.

Work in partnership with stakeholders to ensure high levels of engagement and effective delivery of learning and development initiatives and engagement and recognition initiatives and events.

Analyse and utilise 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.

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

Develop and apply evaluation models to review the quality and impact of the team's provision.

Actively contribute to organisation reporting requirements.

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.

As directed undertake research, monitor and report on ongoing trends in HE and the external OD and learning and development and engagement environment and make recommendations on the ways to support leadership, staff engagement, transformation change and staff development to ensure that BU is well placed to respond to external drivers and to support transformation internally.

Keep abreast of any changing national legislation to inform our policy and innovative practices.

Possess an in-depth understanding of BU, faculty, staff and sector issues, developing and monitoring the services provided and contributing towards a system of continuous improvement.

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

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 and Diversity.

## **Dimensions**

Develop positive and constructive relationships across the organisation, analyse needs, identify and seize opportunities, and devise solutions for a range of organisational and staff needs. Solutions need to deliver practical and positive outcomes to engage, develop and recognise staff and provide business-focused and individually centred support and learning and development to ensure an effective alignment between strategy, people and process, particularly in the context of an agenda of continuous improvement.

Responsible for delivering and contributing to organisational projects designed to meet both organisational and individual staff needs.

Providing credible and expert advice and guidance to significantly influence the organisations' ability to positively change and ensure resilience.

When designing development, programmes and activities and engagement and recognition interventions, such as staff awards and induction events for which the post-holder is directly responsible, they work with a high level of autonomy in relation to the design, content and facilitation of the solutions.

## **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, Learning & Development and Engagement networks, Partner Institutions, Other HE Institutions and networks, Government agencies, Professional organisations, External 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**

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 and comply with the Universities Sustainability Policy, Carbon Management Plan and associated documents, and to ensure that whilst at work that they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.

**August 2025**

| Position / Job Title: Organisational Development Adviser  |                       |
|---|-----------------------|
| Faculty / Service: Human Resources and Organisational Development   | Date: August 2025     |
| SELECTION CRITERIA  | Essential / Desirable |
| <b>Knowledge (including experience and qualifications)</b>  |                       |
| Degree or equivalent experience   | E                     |
| Membership of CIPD or other relevant and recognised professional body   | E                     |
| Evidence of continuing professional development   | E                     |
| Up to date knowledge of current best practice and innovations within the OD and learning and development profession   | E                     |
| Significant relevant experience of working in a similar specialised organisational development role   | D                     |
| Evidence of facilitating staff development and engagement activities in organisational contexts, for both small and large groups  | E                     |
| Sound experience of designing and delivering creative organisational learning and development content for a VLE   | D                     |
| Experience of undertaking the evaluation of programmes and events using qualitative and quantitative data collection methods and identifying the return on investment/expectation | E                     |
| Experience of working with leaders at all levels  | E                     |
| Understanding and evident commitment to promoting equality and diversity  | E                     |
| Understanding of current policy developments in HE and their implications on OD and learning and development activity   | E                     |
| Experience of coaching or mentoring   | D                     |
| Project management experience, where innovative solutions have been delivered, both personally and through a team   | D                     |
| Experience of strategic and operational policy and programme development  | D                     |
| <b>Skills</b>   |                       |
| Excellent interpersonal skills, with the ability to interact with a range of stakeholders across the institution, including staff at all levels                                   | E                     |
| Excellent communication skills  | E                     |
| Excellent presentation skills   | E                     |
| Excellent facilitation skills   | E                     |
| Influencing skills  | E                     |
| Ability to collect, synthesise and analyse data from a variety of sources   | E                     |
| Report writing skills   | E                     |
| <b>Attributes</b>   |                       |
| Collaborative team worker who can operate effectively as an internal partner  | E                     |
| Ability to manage a complex workload and prioritise own and team activities to meet deadlines   | E                     |
| Flexible and agile approach   | E                     |
| Ability to motivate and inspire staff to engage in organisational development activities  | E                     |
| Enthusiastic and motivated team player with experience of developing others   | E                     |
| Strong service excellence ethos   | E                     |
| Commitment to BU's values   | E                     |
| Commitment to ensuring equality and diversity   | E                     |
| Integrity, openness and transparency, kindness, respect, a positive mind-set and a caring approach  | E                     |