

Organisational Development and Culture Co-ordinator

Organisational Development and Culture

Directorate of People, Culture and Wellbeing



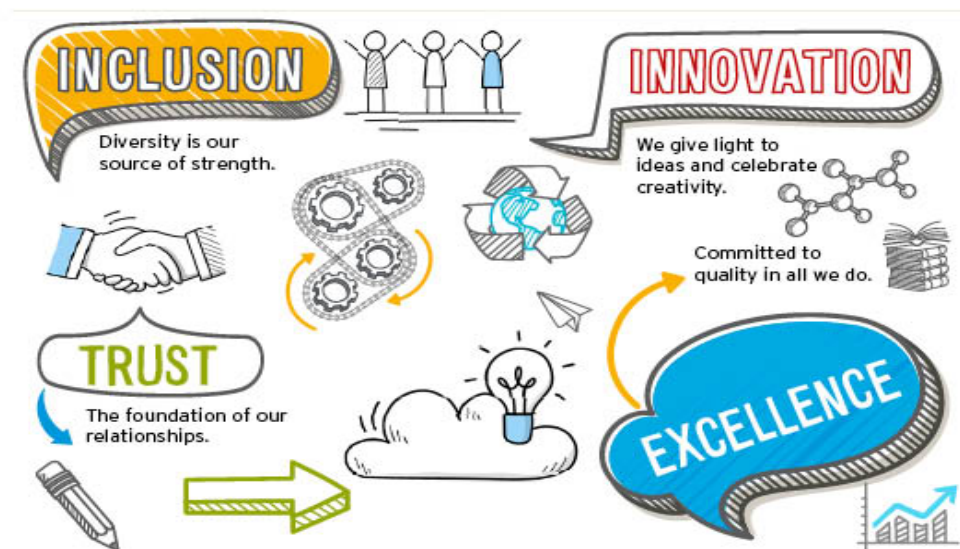
Brief summary of the role

Role title:	Organisational Development and Culture Co-ordinator
Grade:	5
Faculty or Directorate:	People, Culture and Wellbeing
Service or Department:	Organisational Development and Culture
Location:	Hybrid working - City Campus, University of Bradford and working from home
Reports to:	People Development Manager
Responsible for:	N/A
Work pattern:	0.8 FTE, 4 days a week Mondays and then flexible for other days of the week - pattern to be discussed. Hybrid working

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none"> • 4 GCSE's at grades 9 to 4 or grades A* to C including English and Maths or equivalent qualification or experience.
Desirable	<ul style="list-style-type: none"> • Administration related qualification • Relevant qualification in organisational development, learning and development, human resources or a related field.

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none"> • Previous experience in an administrative role. • Experience of project administration. • Excellent interpersonal and communication skills, with the ability to build rapport and establish credibility with staff members at all levels. • Strong organisational skills with the ability to manage multiple tasks and priorities effectively in a fast-paced environment.
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	<ul style="list-style-type: none"> • Proficiency in using Microsoft Office applications including Excel, Word, Outlook. • Excellent attention to detail and accuracy, particularly in record keeping and data management. • Experience of managing, planning and implementing activities and events. • A focus on continuous improvement. • Excellent written communication skills.
<p>Desirable</p>	<ul style="list-style-type: none"> • Knowledge of working within Higher Education or a similar educational environment • Experience of working in an Organisational Development / Learning and Development / HR environment. • Experience using Learning Management Systems LMS or other training administration tools. • Experience of supporting staff members with information on learning and development opportunities to support their ongoing development. • Familiarity with elearning authoring tools and content development applications.

Personal attributes

<p>Essential</p>	<ul style="list-style-type: none"> • Ability to work independently and collaboratively, managing multiple priorities and deadlines effectively. • Ability to engage and inspire learners across all levels of the organisation. • Able to work collaboratively with colleagues across departments to support the implementation of learning and development initiatives. • Commitment to maintaining confidentiality and handling sensitive information with discretion and professionalism. • Commitment to continuous learning and professional development, keeping up to date with best practices and new developments. • Self-reliant and proactive. • Ability to work efficiently and accurately. • A team player. • Understanding the University’s commitment to equality and diversity, providing equal opportunities for all staff to access learning and development applies the best ethical standards to everything you do.
<p>Desirable</p>	<ul style="list-style-type: none"> •

Main purpose of the role

To proactively provide coordination and administration for learning and development initiatives in support of the Organisational Development and Culture (ODC) team's priorities as part of the People Strategy and People Charter for the University. Working collaboratively with others to ensure consistent and comprehensive administration is provided.

To be the first point of contact for the ODC team for all internal and external training and development queries.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed.

1. Provide a welcoming and helpful first point of contact for ODC involving meeting and greeting internal and external visitors and responding to enquiries via phone, email, face-to-face or online such as Microsoft Teams.
2. Coordinate and administer training events, workshops and development programmes including scheduling, logistics and communications ensuring these are communicated effectively.
3. Assist in the development and distribution of training materials, resources and communications to support learning and development initiatives and projects ensuring these are up to date and accurate.
4. Support the development of elearning modules across a number of platforms using elearning authoring tools and responsibility for the administration of elearning including enrolments, reminders, reporting and evaluations.
5. Collaborate with internal and external stakeholders, and subject matter experts to coordinate training delivery and logistics.
6. Prepare and maintain accurate records of training activities including attendance and evaluations using learning management systems (LMS) and other tracking tools.
7. Support the evaluation of training through data collection, analysis and reporting on outcomes and providing essential management information in a clear and structured format to inform decisions.



8. Respond sensitively and professionally to a wide range of internal and external customer enquiries and apply sound judgement to determine the best course of action, responding personally as appropriate or referring to colleagues within the People, Culture and Wellbeing Directorate or wider University.
9. Proactively updating ODC information such as the ODC Sharepoint site, LMS systems and ODC documentation where required ensuring these are up to date and meet customer needs.
10. Contribute to the continuous improvement of learning and development processes and systems, identifying opportunities for efficiency and effectiveness.
11. Proactively manage a variety of administrative requests received from members of the ODC team or other departments, using own discretion to prioritise competing demands.
12. Maintain and use People/ODC records, information and documentation in line with the University and People policies, and legislation.
13. To build and maintain effective working relationships with colleagues from across the People, Culture and Wellbeing Directorate and University.
14. When directed, provide effective administrative cover for all areas within the People, Culture and Wellbeing Directorate to ensure that the demands of the directorate are met, within service level agreements to ensure an effective and efficient service delivery.
15. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation.
16. Undertake personal development activities to develop knowledge, experience and keeping up to date with best practice.