

# Job Description

Organisational Development Consultant

OD & Culture Team

People, Culture and Wellbeing



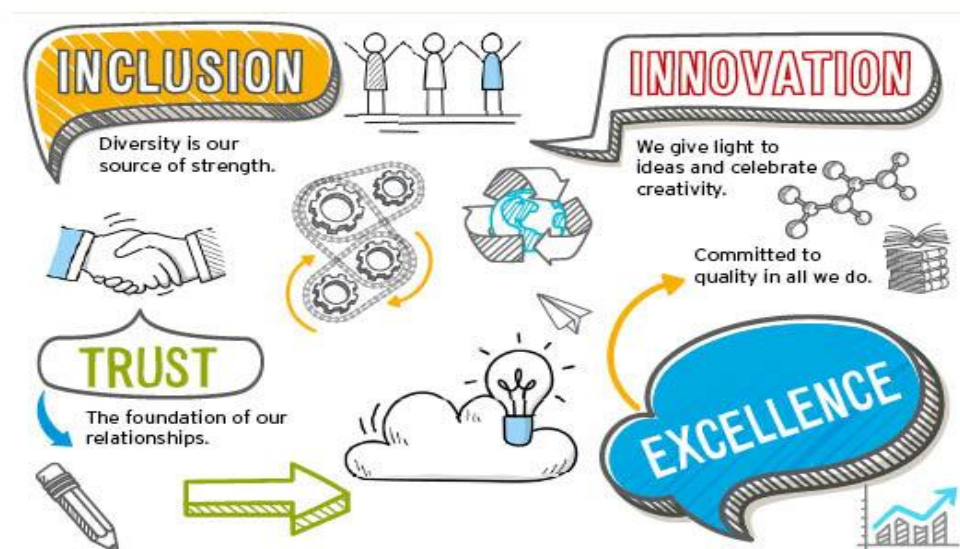
## Brief summary of the role

Role title:	OD Consultant
Grade:	Grade 8
Faculty or Directorate:	People, Culture and Wellbeing
Service or Department:	OD & Culture Team
Location:	City Campus & Hybrid Working
Reports to:	Senior OD Consultant
Responsible for:	N/A
Work pattern:	Mon – Fri - 36.25 Hrs

# 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

<b>Essential</b>	<ul style="list-style-type: none"><li>• CIPD qualified at a minimum of level 5</li><li>• Educated to degree level or, exceptionally, have relevant professional experience</li><li>• OD or relevant Behavioural Science qualifications</li><li>• Coaching qualification e.g. ILM level 5, or commitment to achieving this</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• First degree, or exceptionally, relevant professional experience</li><li>• Level 7 CIPD qualification</li><li>• BPS accreditation or similar e.g., MBTI, OPQ</li></ul>

### Experience, skills, and knowledge

<b>Essential</b>	<ul style="list-style-type: none"><li>• Experience across People and OD activities including competency and capability development, leadership and management development, embedding values and behaviours, talent management, team development, organisational and cultural change and employee engagement</li></ul>
------------------	---

	<ul style="list-style-type: none"> <li>• Excellent knowledge of latest developments and trends in People and OD</li> <li>• Knowledge of digital learning techniques and opportunities, with a willingness to apply innovation in this area to our development offer</li> <li>• Project management experience with the ability to effectively contribute to or lead project teams</li> <li>• Experience of design and delivery of blended learning and development interventions</li> <li>• Experience of utilising learning management systems including writing online modules/workshops/e-learning</li> <li>• Ability to build strong, sustainable collaborative relationships with colleagues, managers and leaders</li> <li>• Internal consultancy skills across the cycle of contracting, design, delivery, and evaluation</li> <li>• Able to develop innovative and creative solutions</li> <li>• Expertise in facilitation of group activities with the ability to handle challenging individuals and teams</li> <li>• Coaching and mentoring capability</li> <li>• Excellent IT skills and proficient use of Microsoft Office packages</li> <li>• Ability to analyse strategic issues and translate into own work</li> <li>• Track record of using a variety of evaluation methodologies to demonstrate value of interventions</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Knowledge of the UK higher education sector and the issues currently facing universities</li> <li>• Experience of working in a unionised environment</li> <li>• Knowledge of LMS systems, editing webpages, authoring tools for eLearning etc</li> </ul>

## Personal attributes

<b>Essential</b>	<ul style="list-style-type: none"><li>• Flexible and able to deal with conflicting and changing demands and priorities whilst maintaining high standards</li><li>• Self-motivated and personally resilient</li><li>• Able to think conceptually and strategically and take an innovative and creative approach to problem solving</li><li>• Ability to influence using a range of approaches to suit the situation and people involved</li><li>• Confidence and ability to provide well-judged challenge and support</li><li>• Strong customer focus and highly collaborative</li><li>• Demonstrable personal credibility and gravitas</li><li>• Commitment to continuous improvement and personal development</li><li>• Respect for difference, diversity, and inclusion</li><li>• Determination and resourcefulness to deliver the best results for the organisation</li><li>• High levels of integrity, openness, and honesty</li><li>• Commitment to the development of the University and enhancement of its reputation</li><li>• Able to work autonomously</li></ul>



## Main purpose of the role

- Under the leadership and direction of the Senior Organisational Development Consultant, design, deliver and evaluate innovative interventions that support the delivery of the University's strategic aims, objectives and vision and associated sub and enabling strategies, including the People Strategy.
- Lead and/or contribute to key projects and/or workstreams that achieve the People Strategies, ensuring that the University vision and values are integrated through all activity.
- In collaboration with the Senior Organisational Development Consultant identify development needs across the University and contribute to the creation of OD development plans that provides effective solutions to develop current and potential capability throughout the University.
- Contribute to cultural and behavioural change across the University and support local area leadership teams to develop a values-led, inclusive high-performance culture.

## Main duties and responsibilities

### Organisational Development Consultancy and Support

- Build excellent and effective relationships across the University to support change and improve performance through organisational and workforce development interventions aligned with University strategies, vision and values, Faculty strategies and the People Strategy.
- Working in close partnership with others across People Services, as well as management teams, and under the leadership of the Senior OD Consultant:
- Undertake/advise on appropriate diagnostics of individual and organisational development needs.
- Collate and analyse diagnostic and other available data to develop and gain buy in to well thought out recommendations and plans that support delivery of Faculty/Directorate and University strategies, that bring to life the University values and vision.
- Design, deliver and evaluate bespoke and innovative solutions to meet identified strategic and operational needs with clearly defined success measures.
- Support the effective implementation of strategically focussed University wide OD activities.
- Provide ongoing support to ensure development activities are embedded and meeting the success criteria.

## **People and Organisational Development Design and Delivery**

- Contribute to, or lead as appropriate, the planning, design and delivery of specific OD initiatives that introduce and then embed the key People Strategy workstreams e.g., embedding University values, behaviours, standards and expectations, managing for high performance, and developing leaders and managers.
- Take end to end ownership of people and leadership development programmes that OD&C delivers across UoB including the design and delivery of workshops, online resources and activities and other interventions.
- When required, support other People Strategy workstreams in a design and delivery capacity, e.g., wellbeing, planning for high performance, resourcing and career development and rewarding contribution and performance.
- Work in a design and delivery capacity with project teams from across the University and external organisations, attending steering groups, contribute to projects and communications, tracking and reporting on progress as required.
- Design and deliver briefings, presentations and training to a wide range of audiences in relation to the introduction and implementation of organisational design.

## **Wider People Team Activities**

- Contribute to staff engagement activities, including staff surveys, quarterly pulse surveys to understand and deliver outputs that drive employee productivity, engagement and performance, enthusiasm and commitment.
- Develop frameworks, interventions, tools and resources which support organisational and cultural change capability in leaders, individuals and teams across the University supporting a change ready and inclusive values driven culture.
- In collaboration with People Services colleagues and other departments recommend development activities to create a comprehensive plan that will develop current and potential capability throughout the University.
- In conjunction with the Senior Organisational Development Consultant and the Organisational Development and Culture team, develop, deliver and evaluate innovative development programmes and resources supporting collective, individual and team capability, managing procurement arrangements for specialist support where appropriate.
- Utilise appropriate feedback tools and support mechanisms to develop and embed outstanding and inclusive values-led leadership and management across the University.
- Contribute to the development of leadership and management capability, tools and resources to support core engagement competencies, drawing on up to date

research and external thinking where appropriate.

- Work in conjunction with the People Business Partnering Team to develop clear plans and success criteria to grow leaders and managers.
- Support the embedding of a culture of coaching and mentoring that builds organisational capability, including supporting the coaching and mentoring of existing and aspiring leaders and managers and acting as a coach and mentor as appropriate.
- In conjunction with the People Development Team, support and champion a learning and development culture.

### **Team Contribution**

- Proactively contribute to team, University and external meetings.
- Role model the values, behaviours and standards of the University.

### **OD/People Good Practice and Innovation**

- Participate in and contribute to local, regional and national HR/OD/PD networking groups through attendance at training courses, conferences, seminars and events. Keep abreast of developments and good practice in HR/OD/PD within the HE sector and beyond both as a representative of the University and as a collaborative partner within those networks.
- Contribute perspectives from work with Faculties and Directorates to help shape the People Strategy and delivery plan.
- Measure and monitor value for money/return on investment on own areas of responsibility.
- Engage in relevant and regular CPD and remain up to date and knowledgeable about developments/good practice, keeping colleagues in People Services up to date to build capability and confidence.
- Build strong internal and external networks to enhance best practice.
- Ensure all OD activities champion and promote the University values, and behaviours, and that these are embedded across the University.
- As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation.