

Candidate Information

Position:	Organisational Development Consultant - Talent / Career Development
School/Department:	People and Culture
Reference:	22/110371
Closing Date:	Monday 21 November 2022
Salary:	£35,333 - £42,155 per annum
Anticipated Interview Date:	Monday 5 December 2022
Duration:	Permanent

JOB PURPOSE:

In support of a People and Culture transformation programme, the post holder will provide Organisational Development support to build the capability of our staff in order to deliver on key aspects of Queen's Strategy 2030. Focusing on enabling staff to take ownership and responsibility of their learning and career development and proactively manage their own career, this role is an exciting opportunity for the post holder, in alignment with the 70/20/20 model, to shape and influence an overarching, strategic approach to talent and career development and experiences.

MAJOR DUTIES:

1. Design, promote, support and evaluate a broad career development approach, which may be targeted to specific staff groups. This may include responsibility for the design, planning and delivery of certain specific career development events, initiatives and resources. These may be stand alone or part of components of larger initiatives.
2. Collaborate with key stakeholders to design, implement and manage career development/career experiences options to create greater agility and promote internal mobility in the workforce, such as lateral job moves/secondment opportunities, shadowing /micro placement opportunities etc.
3. Enable and support staff to manage career aspirations and development through implementation and support of institution wide mentoring initiatives, and support for coaching initiatives.
4. Design, implement and support a range of informal social learning initiatives to enable staff to learn and share knowledge and experiences through others such as Communities of Practice/Action Learning sets/Buddying initiatives etc.
5. Support the development of initiatives to attract and develop talent and increase diversity in the workforce including e.g. apprenticeship scheme, intern and graduate programmes.
6. Enable engagement by creating and maintaining effective feedback channels to analyse staff career development needs, identify success measures and solutions and report on outcomes.
7. Assist with and contribute to promoting career development and progression through supporting talent strategies to develop successors.
8. Identify opportunities for continuous improvement.
9. Undertake and/or contribute to activities, projects, working groups and/or development opportunities as identified and requested by the People and Culture leadership team to ensure delivery of the People strategy.
10. Continually update personal knowledge and skills, learning from good practice and keeping informed of HR and OD trends and developments through research and networking.
11. Any other duties that fall within the general ambit of the post.
12. This is a new role and therefore the job description will be adapted and developed continually within the overall scope of the role.

ESSENTIAL CRITERIA:

1. Degree level education or equivalent or a minimum of 4 years' relevant experience, of working with stakeholders to design, implement, manage and evaluate staff talent/career development initiatives and resources in a complex organisation.
2. CIPD qualification and minimum of Associate Membership of the CIPD.

3. A minimum of 3 years' relevant experience of working with stakeholders to design, implement, manage and evaluate staff talent/career development initiatives and resources in a complex organisation.
4. Relevant experience of managing organisation wide mentoring schemes and supporting coaching schemes.
5. Relevant experience of designing and coordinating social and experiential learning initiatives to facilitate knowledge and skills transfer e.g. Communities of Practice/Action learning Sets.
6. A positive, proactive and solutions focused approach to working.
7. Sound up-to-date knowledge and understanding of OD practices and interventions.
8. Skilled in developing excellent working relationships at all levels, building credibility, respect, trust and rapport.
9. Able to influence others, including senior leaders, and skilled in providing constructive feedback.
10. Good analytical skills, able to interpret and present data and trends to influence decision making and workforce strategies.
11. Excellent organisational skills with the ability to prioritise and remain resilient when faced with conflicting demands.
12. Understanding of and able to apply good project management techniques.
13. Proficient user of IT systems including Microsoft Office.
14. Strong initiative and problem-solving skills.
15. Excellent interpersonal skills.
16. Proven clear, concise and influential written and verbal communication skills.
17. Ability to act as a role model and lead by example in accordance with the core values of the University – Integrity, Connected, Ambition, Respect, Excellence.
18. Committed to and actively pursuing own CPD.
19. Team player and able to build effective relations as both a member of OD Team and as a partner with client areas using an internal consultancy approach.

DESIRABLE CRITERIA:

1. Coaching/Mentoring qualification (completed or in progress).
2. Relevant experience of designing and implementing initiatives to attract and retain talent such as intern/graduate/apprenticeship schemes.
3. Experience within the Higher Education Sector.