

# HR Consultant, Organizational Development

## Position Summary

The HR Consultant, Organizational Development (OD) position is a vital role designed to provide best in class Talent Management services to support the University of Virginia's Academic / Administration Divisions or Health System. This Consultant-level position is responsible for providing critical value to a wide variety of the University of Virginia's schools, units or organizations through delivery of Organizational Development initiatives and directives. This position is also accountable for the planning and execution of organizational development activities. The incumbent will report to the HR Manager, L&D/Organizational Development and will not have direct reports.

## Responsibilities and Duties

- Collaborate with HRBPs to conduct needs assessments to identify OD needs by unit, school, or organization
- Collaborate with the Talent Planning teams to create a development repertoire that addresses succession and career pathing needs that meet L&D requirements
- Administer OD programs with HR Sr. Consultants, OD as required, in coordination with HRBPs
- Take direction from the HR Sr. Consultant, OD to manage the intake process, and on the design and facilitation of special requests or ad-hoc consultation
- Stay abreast of advances in learning technologies, tools, and delivery programs
- Respond to and resolve escalations from HR Solution Center teams
- Execute on employee engagement processes and strategy (i.e., vendor selection, philosophy, education, survey administration, reporting, back-end strategies) in partnership with Talent Planning
- Facilitate team building and conduct process improvement initiatives
- Provide leadership coaching for action planning
- Primary focus will be on either the Academic / Administration Divisions or the Health System programs and initiatives, but with the flexibility to assist the other OD team as needed

## Functional Area Outcomes

- Improve employee engagement
- Increase retention of high potential employees
- Enhance operational outcomes and behaviors through developmental offerings
- Simplify access and reporting for learning activities

## Knowledge, Skills, and Abilities

- Display sound knowledge of HR functions and practices, with a specific focus on Organizational Development; synthesize information, provide advice, and address needs independently
- Demonstrate an advanced knowledge of federal, state, local and University policies and regulations; conduct activities and make decisions according to ethical standards; analyze and present information and maintain accurate and detailed records
- Navigate University databases and systems and collaborate with technology professionals

- Demonstrate excellent oral and written communication in daily interactions; clearly articulate specific information with a specific focus on Organizational Development
- Work independently and as part of a team; complete tasks without immediate supervision; work with senior leaders to accomplish goals; display ability to lead, train, and functionally supervise
- Exemplify the University's educational mission, strategic aims, and programs

## Required and Preferred Qualifications

**Required Experience:** 3 years of relevant experience

**Preferred Experience:** Experience working in a Health System and/or higher education

**Required Education:** Bachelor's degree

**Preferred Certifications:** PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification