Purpose of role
In the role of OD Projects Adviser you will design and deliver projects, strategies and interventions that will underpin the University of Nottingham’s transformation. Supporting the OD Managers you will have a focus on priorities including employee engagement, culture, and organisational leadership, you will contribute to the delivery of the OD strategy and embed appropriate initiatives.

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<thead>
<tr>
<th>Main responsibilities</th>
<th>% time per year</th>
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<tr>
<td><strong>Organisational development projects</strong></td>
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<td>▪ To lead projects that will support OD strategies to underpin the culture change required to deliver the UoN’s organisational strategy</td>
<td>20%</td>
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<td>▪ Deliver relevant and timely information to staff to support the effective implementation of project outputs in line with agreed implementation plans e.g. through training sessions, presentations, briefing packs, support materials etc.</td>
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<td><strong>Delivery of Organisational Development solutions: Culture change &amp; embedding values and behaviours</strong></td>
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<td>▪ Deliver projects designed to embed our UoN values and leadership behaviours and support the delivery of interventions with individuals, teams and faculties / departments initiatives to ensure our values are lived and experienced day-to-day by all our people.</td>
<td>10%</td>
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<td><strong>Delivery of Organisational Development solutions: Leadership development</strong></td>
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<td>▪ To support the design and delivery of leadership and team events (e.g., workshops, away days) as part of our overall approach to embedding values and cultural development</td>
<td>10%</td>
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<tr>
<td><strong>Delivery of Organisational Development solutions: Agile working</strong></td>
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<td>▪ Lead projects that support the delivery of interventions to support the approaches to agile working that bring the policy to life and ensure alignment to our values and behaviours.</td>
<td>10%</td>
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<td>Description</td>
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| 5 | **Delivery of Organisational Development solutions: Employee Engagement**  
  ▪ Lead relevant projects that support our approach to staff engagement drawing on the results of the UoN people surveys. | 10% |
| 6 | **Delivery of Organisational Development solutions: Change Management**  
  ▪ To lead projects which embed people at the heart of our approach to change management at the University. | 10% |
| 7 | **Delivery of Organisational Development solutions: Wellbeing**  
  ▪ To lead projects to support the delivery of our strategic approach to wellbeing. To support the university wide wellbeing strategies and work with a range of colleagues to provide a comprehensive range of initiatives | 10% |
| 8 | **Conducting Research & Data Analysis**  
  ▪ Conduct research and analysis to identify best practices, emerging trends and best practices to make recommendations for improvement | 10% |
| 9 | **Communication and engagement**  
  ▪ Develop and deliver appropriate communication and engagement plans in order to facilitate effective project delivery through timely and effective engagement with stakeholders | 10% |
## Person specification

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<th>Essential</th>
<th>Desirable</th>
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| **Skills**       | ▪ Excellent communication and interpersonal skills which enable effective engagement and collaboration with colleagues and stakeholders.  
▪ Ability to design and deliver OD interventions to support initiatives and facilitate learning  
▪ Ability to work effectively under pressure to meet demanding and sometimes conflicting deadlines  
▪ Strong analytical problem-solving skills, able to deliver practical and workable solutions  
▪ Proven project delivery skills and experience of change management initiatives  
▪ Ability to work with a high degree of initiative, prioritising and planning workload to deliver to targets  
▪ Ability to work effectively and to meet demanding and sometimes conflicting deadlines  | ▪ Coaching skills  
▪ Ability to give presentations in a clear and articulate manner |
| **Knowledge and experience** | ▪ Proven track record of relevant work experience in the field of HR/OD, demonstrating excellent practical and theoretical knowledge  
▪ Experience of successfully leading projects or change management initiatives within a HR/OD context  
▪ Experience of using a range of information to understand problems, define solutions and monitor success  
▪ Experience of participation in initiatives with a commitment to continuous organisational improvement and the ability to support change  
▪ Experience of managing third party stakeholders to ensure effective project delivery  
▪ Experience of delivering solutions within a team as well as through influence of wider stakeholder groups  | ▪ Experience of working in a OD role within an academic environment |
| **Qualifications, certification and** | Degree qualified in relevant subject/relevant formal training, plus  | ▪ An OD qualification or CIPD qualified |

| **training (relevant to role)** | some hands on experience in a similar or related role(s) OR proven track record of extensive relevant work experience. | ▪ Project management qualification such as Prince2  
▪ Coaching Qualification |
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<td><strong>Statutory, legal or special requirements</strong></td>
<td>Willingness and ability to respond flexibly to embrace new ideas and policies, develop new skills and adapt to changing situations and requirements.</td>
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Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**  
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**  
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**  
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**  
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**  
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

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       Line manager
           |
           ↑
       OD Manager
           |
           ↑
Role holder
           |
           ↑
OD Project Adviser
           |
           ↑
Key stakeholder relationships
          ↓
        University Staff  Wider HR team
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