# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Organisational Development (OD) Officer</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Human Resources</td>
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<tr>
<td>Grade:</td>
<td>7</td>
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<td>Accountable to:</td>
<td>Head of Organisational Development</td>
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</tbody>
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## Purpose of the Post

To lead and execute a number of key OD projects and learning and development initiatives and to provide support to the OD Consultant.

## Key Tasks

1. In collaboration with the Head of OD and the OD Consultant, assess departmental team needs and plans and implement appropriate strategies in support of organisation-wide OD and Learning and Development initiatives.
2. Design and deliver learning and development programmes based on identified needs in support of the College’s strategic objectives.
3. Design and facilitate group exercises, workshops and focus groups including College induction, as required.
4. Produce training materials for in-house courses.
5. Lead on the evaluation of learning and development programmes.
6. Support line managers to solve specific training problems, either on a one-to-one basis or in groups.
7. Have an understanding of e-learning techniques, and where relevant, being involved in the creation and/or delivery of e-learning packages.
8. Research new technologies and methodologies in workplace learning and presenting this research.
9. Co-ordinate the internal coaching and mentoring network.
10. The post holder will be expected to undertake any other duties which may be reasonably expected from time to time.

## Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.
The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.