

JOB DESCRIPTION

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| Job Title: | Organisation Development (OD) Administrator |
| Department / Unit: | Human Resources |
| Grade: | RHUL 4 |
| Accountable to: | Head of Organisational Development and Diversity |
| Purpose of the Post | |
| Support various Organisation Development (OD) projects and initiatives relating to Equality, Diversity & Inclusion, Learning and Development and Bespoke OD Projects as directed by the OD team. | |
| Key Tasks | |
| <ul style="list-style-type: none"> • Provide Administrative support to all aspects of OD work • Manage the Learning Management System and associated tasks ensuring that all training interventions by the OD team are updated and reflected onto the system. • Processing applications for funding or support from the OD team and managing communications coming to the OD team email. • Drafting marketing literature in conjunction with the rest of the team but working closely with the OD Programme Officer. • Liaise with key internal and external stakeholders in a timely fashion. • Process the day to day financial transactions of the OD team budget and processing invoices through Agresso. • Liaise with external providers to ensure that requirements for service delivery are captured and addressed efficiently. • Provide a high standard of administrative support to the Head of Organisational Development and Diversity. • Regularly update the OD website with details of forthcoming events and initiatives • Arrange advertising and promotion of events, including liaising with Internal Communications • Liaise with members of staff regarding all aspects of attending events • Book rooms, equipment and refreshments as required • Assist with the preparation of course materials where appropriate, including attendance lists and evaluation sheets • Process applications to undertake external recognised qualifications, and one-off external workshops/conferences/seminars. • Maintain course evaluation records • Produce automated reports from the staff development database, as required (e.g. quarterly training reports) | |

- Investigate and respond, in liaison with the Equality and Diversity Officer and OD Consultants to queries/comments received via the evaluation of events process
- Prepare standard documentation and correspondence relating to OD
- Deal with general organisational development enquiries, providing advice where appropriate

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.