**Job title:**  Assistant Organisational Developer x2 posts

**Salary range and conditions:** Grade 7P

**Department/Division:** People and Organisational Effectiveness

**Reports to:** Organisational Developer

**About the People and Organisational Effectiveness Division**

TheDivisionintegrates core People and Development services at the University, supporting staff across all aspects of professional and organisational development. The Division comprises several key teams:

* **Curriculum and Education Development Academy (CEDA)** – Supporting academic staff in teaching, assessment, and curriculum development, including delivering postgraduate-level teaching qualifications at Lancaster and international campuses.
* **Health, Safety, and Wellbeing** – Managing the University’s health, safety, and wellbeing plans, alongside compliance-related and developmental services.
* **HR Service Delivery and Operations** – Providing comprehensive HR services, including Payroll and Pensions, Partnering, Employee Relations, Systems Support, Workforce Analytics, and advisory support for managers.
* **Organisational Development, Reward and Inclusion (ODRI)** – Developing and delivering leadership and professional development programmes, internal OD consultancy, staff engagement initiatives and coaching. The team project manage equality charter mark initiatives, including Athena Swan, Race Equality Charter, and Disability Confident. Reward and Recruitment and talent management, support our employer value proposition and promotions processes

**Job Purpose**

As a member of the ODRI team within the People and Organisational Effectiveness Division, the Assistant Organisational Developer will be required to provide specialist advice and support to cross institutional projects, change initiatives and action plans such as Athena Swan, Race Equality, and Research Culture as well as Institutional Faculty and Divisional change projects.

These projects will include leadership of policy and process changes and developments for both academic and professional services staff.

**Key Responsibilities and duties**

1. Responsible for the delivery of OD projects in support of the delivery of the Institutional action plans.
2. Apply a project-based approach to the delivery of OD projects. Diagnosing issues and undertaking surveys, focus groups, facilitation and output capture, making recommendations for solutions.
3. Support the OD team in providing specialist advice to our internal customers at all levels, including POE colleagues and to our external networks and contacts. Including professional bodies.
4. Create and use a range of Organisational Development tools and models to support and advise Faculties/Departments undertaking change initiatives.
5. Project Manage significant cross institutional projects such as:
	* Professional Services career progression review,
	* Develop new support and development opportunities for international partnerships,
	* Other timely change interventions in-line with University Policy and the changing environment.
6. Provide dedicated support to enhance the employee experience.
7. Work with other colleagues across the institution to identify and implement service improvements to our processes and procedures.
8. Attend relevant committees and meetings as appropriate to provide specialist OD advice and support, ensuring that any follow-up actions are delivered and implemented.
9. To support the Chief People Officer, Assistant Directors, and other POE colleagues with the delivery of projects identified from the People Strategy.
10. As a member of the ODRI team, provide cover as required

**Job Hazards/Safety-Critical Duties and required Pre-employment Checks:** On occasion you may be required to work alone in a customer facing space. A full risk assessment has been conducted to ensure personal safety and emergency procedures in case of accident, fire or unprecedented incidents.

**Physical Demands:** On occasion you may be required to attend events which might involve working as a team to arrange and host a stand with marketing materials and literature. If this is required, full training will be provided.

**Values:** In pursuit of our Vision and in keeping with our Purpose, we work to uphold our values:

* We respect each other by being open and fair and promoting diversity
* We build strong communities by working effectively together in a supportive way
* We create positive change by being ambitious in our learning, expertise and action.

The University recognises and celebrates good employment practice undertaken to address all inequality in higher education whilst promoting the importance of wellbeing for all our colleagues.

We expect all staff to embrace our core values and work positively to support equality, diversity, and inclusion, ensuring that every team member contributes to a supportive, and respectful working environment. Find out what it's like to [work at Lancaster University](https://www.lancaster.ac.uk/jobs), including information on our wide range of employee benefits, support networks and our policies and facilities for a family-friendly workplace.

**The duties outlined above are not intended to be exhaustive and may change as the needs alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with emerging needs.**