**Organizational Development Consultant III Standard Job Description**

**Classification Title:** Organizational Development Consultant III

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Minimum Pay:** $75,584.88

**Job Description Summary:**

The Organization Development (OD) Consultant III, under general supervision, partners with departments, colleges, and divisions to increase organizational effectiveness and performance in alignment with organization development best practices. Collaborates with subject matter experts to assess, design, develop, implement, and evaluate learning and performance programs that support career development initiatives. Through the consulting process, the OD Consultant III diagnoses organizational needs and partners with departments, colleges, and divisions to develop and execute plans to address needs assessment findings. The OD Consultant III facilitates team development, change management, performance improvement, organization development, and strategic planning initiatives and interventions. In this role, the OD Consultant III researches and evaluates emerging organization development theories, concepts, models, tools and techniques; and, makes recommendations to organization development practices. This position organizes, prioritizes, and coordinates deliverables with learning facilitators and/or instructional designers to provide customized services.

**Essential Duties and Responsibilities:**

**30% Organizational Development Programs**

* Manages relationships with department leadership to provide guidance on organizational development programs and services.
* Designs and develops learning and performance programs to meet career development needs for assigned job family/service area with support from instructional design team.
* Implements learning and performance programs to meet career development needs for assigned job family/service area in coordination with team members.
* Partners with departments to assess current state and desired future state of learning and performance programs established/managed at department-level.
* Prepares and executes implementation plans to address needs assessment findings.

**20% Customized Services**

* Conducts initial intake meetings to gather information to inform "commitment to service" decisions.
* Recommends customized services based on information from the initial intake and prepares "Quote for Service Requested" documents for customer consideration.
* Documents requested and/or provided customized services engagements.
* Organizes and prioritizes deliverables for customized services engagements with support from learning facilitators, instructional designers, and/or expert consultants.
* Oversees multiple customized services engagements from initiation to completion.

**10% Data Analysis and Recommendations**

* Writes needs assessment proposals and creates data collection tools, such as interview protocols and/or questionnaires.
* Collects and analyzes organizational performance data and formulates recommendations based on data analysis.
* Presents findings to customers and selects appropriate solutions based on customer feedback.

**10% Coaching and Mentoring**

* Coaches consultants to enhance their on-the-job learning of organization development processes and practices.
* Provides guidance for troubleshooting roadblocks and recalibrating deliverables and timelines.

**5% Research and Development**

* Researches emerging organization development theories, concepts, models, tools, and techniques.
* Evaluates effectiveness of assigned learning and performance programs as well as provided customized services with support from the evaluation team.
* Serves as subject matter expert in area of concentration.

**5% Project Management**

* Advises on applying project management practices to plan and execute learning and performance programs and customized services engagements.
* Monitors progress, anticipates and troubleshoots roadblocks, recalibrates deliverables and timelines, and communicates frequently about the progress of all assigned learning and performance programs and customized services engagements.
* Monitors quality of business relationships with leaders and departments across the university and makes recommendations to improve and/or enhance relationships.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience

**Required Experience:**

* Six years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**