**Organizational Development Consultant IV Standard Job Description**

**Classification Title:** Organizational Development Consultant IV

**FLSA Exemption Status:**Exempt

**Pay Grade:** 13

**Minimum Pay:** $86,922.48

**Job Description Summary:**

The Organization Development (OD) Consultant IV, under general supervision, manages and maintains relationships with key stakeholders to increase organizational effectiveness and performance within colleges and divisions 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 IV monitors the reliability and validity of organizational diagnosis efforts as well as the quality of organizational development plan and degree of success in plan execution. The OD Consultant IV researches and evaluates emerging organization development theories, concepts, models, tools and techniques; and, makes recommendations to organization development practices. The OD Consultant IV coaches teammates to enhance their on-the-job learning of processes and practices related to establishing and maintaining partnerships and relationships, consulting, organizational diagnosis, facilitating initiatives and interventions, and providing customized services. The OD Consultant IV oversees organization, prioritization, and coordination of deliverables with learning facilitators and/or instructional designers to provide customized services.

**Essential Duties and Responsibilities:**

**30% Learning and Performance Program Management**

* Coordinates with department leadership to provide guidance on organizational development programs and services.
* Partners with departments to assess the current and desired state of learning and performance programs.
* Designs and develops learning and performance programs to meet career development needs with support from the instructional design team.
* Oversees the implementation of learning and performance programs in coordination with team members.
* Monitors progress, anticipates and troubleshoots roadblocks, recalibrates deliverables and timelines, and communicates frequently with the assistant director about the progress of all assigned programs.
* Evaluates the effectiveness of learning and performance programs with support from the evaluation team.

**25% Customized Services Management**

* Conducts initial intake meetings to gather information for the “commitment to service” decision. Recommends customized services based on initial intake information and prepares “Quote for Service Requested” documents.
* Organizes and prioritizes deliverables for customized service engagements with support from learning facilitators and/or instructional designers.
* Oversees multiple customized service engagements from initiation to completion.
* Advises on applying project management practices to plan and execute customized service engagements.
* Leads quality assurance efforts to improve and/or enhance processes.
* Presents findings to customers and selects appropriate solutions based on customer feedback.
* Develops reports on a quarterly basis.

**10% Needs Assessment and Data Analysis**

* Writes needs assessment proposals and develops data collection tools, such as interview protocols and/or questionnaires.
* Collects and analyzes organizational performance data and formulates recommendations based on data analysis.
* Prepares and executes implementation plans to address needs assessment findings.

**5% Relationship Management**

* Evaluates the quality of business relationships with leaders and departments across the university and makes recommendations to improve relationships.
* Serves as a subject matter expert in one or more areas of concentration.
* Provides guidance for troubleshooting roadblocks and recalibrating deliverables and timelines.

**5% Professional Development and Coaching**

* Coaches consultants to enhance their on-the-job learning of organization development processes and practices as well as small and large group facilitation methods and techniques.
* Provides professional development to consultant teammates on topics related to team development, change management, performance improvement, organization development, and/or strategic planning.

**5% Research and Knowledge Management**

* Researches emerging organization development theories, concepts, models, tools, and techniques.

**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:**

* Eight 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**