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# Example of Organization Development Job Description

Our growing company is hiring for an organization development. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for organization development

* Develop training tools for existing training, such as job aids, quick reference guides, models, games, tutorials, reference materials, simulations, and other learning activities as required to assist in the learning process
* Provide developmental feedback on the design of current training to help improve training outcomes
* Convey training material and supply needs to Training Coordinator
* General office duties, including monitoring and ordering office supplies, printer/copier supplies, and storage room maintenance (shared with Training Coordinator)
* Responsible for leading the delivery of Global Leadership Development programs such as the Executive Leadership Series and the Senior Leadership Series in partnership with Japan and Europe to create a stronger global mindset and global orientation at the SVP/VP and Sr
* Responsible for supporting Americas Culture initiative in partnership with Sr
* Responsible for supporting other OD team activities as needed such as Employee Engagement, Career Development, Mentoring, 360-degree feedback
* Responsible, along with HR Leadership team, for continuing and improving upon HR direction within the organization and serve as one of the senior HR staff dealing with executives, faculty and leadership across the Institute
* Use data to include results of opinion survey, exit interviews, manager feedback, outcome measures to develop strategies that take the Institute toward its short and longer term Strategic Imperatives, utilizing best practice benchmarks, piloting innovative solutions that are untried
* In collaboration with HR Leadership team and key stakeholders, will help to maintain and shape the organization’s culture

## Qualifications for organization development

* Knowledge about designing user interfaces in multidisciplinary teams
* Advanced degree preferred in HR, organizational development, psychology, business administration, education, or related area
* A minimum of 7 years’ experience in training and organizational development
* Fluent English (Fluent French would be a plus)
* Minimum 5 years HR experience, experience in Internet industry is highly preferred
* They would have transitioned their development teams, at least once in their career, from using a waterfall development methodology to the agile methodology