Downloaded from <https://www.velvetjobs.com/job-descriptions/organizational-development-consultant>

# Example of Organizational Development Consultant Job Description

Our innovative and growing company is searching for experienced candidates for the position of organizational development consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for organizational development consultant

* Track and report issues related to the adoption of change initiatives
* Build Change Leadership Capability
* Stakeholder / Change Network Coaching and Engagement
* Identify potential people-side risks and anticipated points of resistance, and develop mitigation plans to address the concerns
* Manages employee selection and assessment processes including designing, developing and validating competency-based assessments (test, interviews, and simulations, ) for selection, promotion and/or employee development
* Serves as an employee relations advisor while establishing and maintaining professional work relationships with employees, management, and faculty which encourages them to seek advice from, and work with, Employee & Organizational Development in resolving workplace issues
* Provides strategic guidance to all levels of management, faculty, and employees on a variety of HR-related topics including, but not limited to, communication, problem resolution, employee engagement, policy interpretation and employment law issues, performance management, ethics, codes of conduct, and disability related issues
* Interacts effectively with members of the Institute’s General Counsel’s office, seeking advice and counsel on matters that will or may result in legal action
* Conducts organizational analysis and reviews to identify possible problems, solutions and recommendations for operational improvement to meet strategic goals
* Conducts complex investigations and recommends resolution to employee complaints, grievances, and charges

## Qualifications for organizational development consultant

* 10+ years proven track record of design and delivery of LL&OD in a commercial environment with a strong emphasis on leadership development
* In this role candidate must be aligned with a service provider as a consultant, or be an independent contractor
* Experience with large-scale organizational design and change efforts
* At least 10 years of experience in HR and/or OD function
* Bachelor's Degree in OD, I/O Psychology, Human Resources Development, or related field
* Possesses 3+ years of direct experience consulting with clients and/or supporting OE/OD functions within an HR/Talent team on best practice talent management solutions, reflecting a high level of proficiency in strategic business partner support