



# Example of Organization Development Job Description

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Our innovative and growing company is looking to fill the role of organization development. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for organization development

- Measure, track, and analyze key TM/OD initiatives (e.g., capability and development programs, career models and change management efforts) and help develop new mechanisms to better assess outcomes and overall impact on the Global Groups and Categories
- Assist the development of a robust and adaptable change management and communications plan for organizational initiatives
- Partner and consult with business leaders and HR partners to identify and meet the highest priority talent development needs
- Proactively identify, manage and evaluate vendors to develop and deliver global and scalable learning solutions
- Conduct and facilitate a wide variety of meetings, employee, manager and leadership training programs
- Support and manage organization development related programs
- Conduct instructor-led professional (non-technical) training, such as employee, management, and leadership development courses with large audiences, other topics relevant to employees at all levels
- Evaluate and identify professional training and development needs through analysis and consultation with business managers and other clients
- Participate in follow-up activities to assess the effectiveness of learning programs and incorporate changes as required
- Research and adopt best practices in the learning and development field

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- Highly motivated self-starter with a proven record of handling multiple projects and initiatives of varying scope and delivering high quality results within contracted timelines
  - Broad understanding of talent management arena and the HR discipline
  - Agile approach to assignments/responsibilities, able to shift focus to meet varying needs of the organization
  - Minimum of 7 years recent experience in creative program design that integrates adult learning theory and instructional design methodology demonstrated ability to implement high impact learning and OD programs
  - Experience with training program / curriculum design and management program facilitation
  - Relevant design education (bachelor or higher)