

Professional Job Position Description

Section I: Position information

Effective date	2026-03-06	<input type="checkbox"/> Update only	<input checked="" type="checkbox"/> Classification review
Position title	Coordinator, Organizational Development & Effectiveness		
Position number	998485		
Classification level	Excluded A		
Position affiliation	<input type="checkbox"/> AUFA <input checked="" type="checkbox"/> Excluded		
Location	Virtual - Alberta		
Department	Human Resources		
Reports to	Manager, Organizational Development & Effectiveness (998877)		

Position summary

Briefly describe the main purpose(s) of the position.

Reporting to the Manager, Organizational Development & Effectiveness (Manager, OD&E), the Organizational Development and Effectiveness Coordinator (Coordinator, OD&E) plays a vital role in coordinating and implementing proactive talent development, employee engagement, and culture initiatives at Athabasca University. This position bridges the gap between administrative support and coordinated execution by managing program workflows and acting as a primary liaison for internal stakeholders as required.

Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

This position is accountable for the following:

- Contributing to the design and delivery of innovative and people-centred programs and solutions that enable leaders and teams to thrive and deliver on the high-quality service and care to AU's communities and increase our team members' capacity to deliver on the Strategic Plan, LNO, and the goals of the people plan.
- Contributing to the design, development and delivery of sustainable initiatives, programs and/or services that attract, engage, develop and retain our talent.
- In collaboration with the Manager, contribute to strategic projects focussing on organizational effectiveness, performance management, change management, and organizational culture and engagement, recognition, wellness and team effectiveness.
- When required, collaborate with faculty, operational, and HR leaders to drive the organization and people strategy that enables high-performing teams and increases employee engagement.

- Contribute to the development and implementation of innovative policies and practices that offer a competitive employee value proposition and support sound business decisions.
- Responsible for the day-to-day coordination of projects and initiatives including planning, executing, and monitoring project related activities.
- Stays current with employee engagement, talent management and learning and development trends through research and outreach with external partners in higher education and industry at large.

Major Responsibilities

- **Program Implementation:** In collaboration with the Manager, coordinate the end-to-end delivery of leadership development, talent management, and employee recognition programs.
- **Learning Management:** Oversee the administration of online learning modules within the LMS, ensuring instructional design elements and adult learning principles are effectively applied.
- **Project Coordination:** In collaboration with the Manager, coordinate specific project workstreams related to change management, team effectiveness, and organizational culture, ensuring milestones are met on time.
- **Engagement Analytics:** Develop and administer evaluation methods to measure program effectiveness; analyze trends in employee engagement and climate data to provide actionable recommendations.
- **Communication & Facilitation:** Contribute to drafting high-impact internal communications and facilitate small-scale training sessions or workshops for diverse university teams.
- **Stakeholder Relations:** In collaboration with the Manager, build and maintain collaborative partnerships across academic and administrative divisions to support the implementation of the university's Strategic Plan.
- Perform other duties as assigned.

Occupational health and safety

Employees:

Responsible to participate in the AU OHS program as required.

Supervisors:

Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification factors

Communication

The incumbent will work closely with the Manager, CHRO, senior leaders, and HR team members.

Regularly communicates with faculty and operational unit leaders, and internal and external stakeholders.

Demonstrates an ability to communicate with clarity in a wide variety of settings.

Ability to maintain relationships across academic and administrative divisions.

Encourages the development of a culture of inclusion, accessibility, and continuous improvement.

Supervision

No supervisory duties.

Impact of service or product

Responsible for contributing to the design and delivery of services that advance organizational effectiveness, professional and leadership development, talent and learning programs, and organizational culture, employee engagement and inclusion in supporting an exceptional employee experience.

The application of these services will have an impact on employee retention, development, security, and sustainability.

Independence of action

The incumbent is expected to manage independently and as part of a team in supporting the development and implementation of change management plans and strategies across the organization in support of the HR people plan and in advancing the Strategic Plan.

Regular consultation with the Manager and other stakeholders as required.

Must have the ability to coordinate, prioritize and organize work with initial but subsequently minimal direction.

Complexity

Works with HR team members, senior leaders, operational leaders, and employees throughout the university to coordinate organizational development initiatives.

Requires a working knowledge of collective agreements, AU policies and procedures, applicable legislation and industry trends in order to gather data related to organizational needs, trends, anomalies and inconsistencies.

The incumbent must demonstrate effective organizational, analytical, project management, and facilitation skills.

Must be proactive and possess effective problem-solving skills.

The ability to multi-task and continually adjust priorities to meet deadlines is essential.

Planning

Effective organizational skills are essential for this position as the incumbent is responsible for working in collaboration with the Manager to contribute to the design, development, and delivery of proactive talent development programs at Athabasca University (AU), in support of advancing its Strategic Plan.

Knowledge of the university's needs as well as new and emerging trends both internally and externally in the post-secondary sector is considered an asset.

Signatures for section I

Incumbent signature		Date Select a date.
Supervisor signature		Date Select a date.

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

Education and Experience

- **Education:** Diploma or Bachelor's degree in Organizational Development, Human Resources, Business Administration, or a related discipline.
- **Experience:** 3-5 years of progressive experience in HR or OD, ideally within a complex or unionized environment.
- **Certifications:** Working toward or holding a certification in Change Management (e.g., Prosci) or Project Management (PMP/CAPM) is highly desirable.
- **Technical Skills:** Advanced proficiency in LMS platforms, project management software, and data visualization tools.
- **Competencies:** Strong analytical and problem-solving skills; ability to influence without authority and manage multiple shifting priorities with minimal direction.
- **Presentation and Facilitation:** Ability to present and facilitate complex training and workshops to diverse audiences.

Signatures for sections I and II

Department Head signature		Date Select a date.
Executive Officer signature		Date Select a date.
Human Resources review		Date Select a date.