

Professional Job Position Description

Section I: Position information

Effective date	2025-04-11	<input type="checkbox"/> Update only	<input checked="" type="checkbox"/> Classification review
Position title	Manager, Organizational Development & Effectiveness		
Position number	998877		
Classification level	Excluded D		
Position affiliation	<input type="checkbox"/> AUFA <input checked="" type="checkbox"/> Excluded		
Location	Virtual - Alberta		
Department	Human Resources		
Reports to	Chief Human Resources Officer		

Position summary

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

Reporting to the Chief Human Resources Officer (CHRO), the Manager, Organizational Development & Effectiveness (Manager, OD&E) leads the design, development, and delivery of proactive talent development programs at Athabasca University (AU), in support of advancing its Strategic Plan, Like No Other.

The Manager, OD&E will think at a strategic and systems level to design and deliver 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.

As part of the Human Resources team the Manager, OD&E will support the development and implement change management plans and strategies that maximize employee adoption and usage and minimize resistance.

Duties and responsibilities

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

This position is accountable for the following:

- Design and deliver 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.
- Working in both self-directed and team-based environments, the Manager, OD&E is responsible for the innovative design, development and delivery of sustainable initiatives, programs and/or services that attract, engage, develop and retain our talent.

- In partnership, lead strategic projects focussing on organizational effectiveness, performance management, change management, and organizational culture and engagement, recognition, wellness and team effectiveness.
- Collaborate with faculty, operational, and HR leaders to drive the organization and people strategy that enables high-performing teams and increases employee engagement.
- In collaboration with HR team members and leaders, develop and implement innovative policies and practices that offer a competitive employee value proposition and support sound business decisions.
- Partners and collaborates with leadership to recommend, create and execute on organization-wide initiatives and develop project plans to meet changing needs at the faculty, department, and unit levels.
- Responsible for the day-to-day management 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

- Support employee engagement and talent management strategies with respective partners/clients, including the development and implementation plans of core practices, tools and training.
- Design, develop and/or administer programs in change practices, leadership development, talent assessment and development, organizational culture, performance enablement, recognition, wellness and team effectiveness.
- Develop, implement and support the continued development of leaders in the organization including the development of professional learning and programs to build capability of leaders and emerging leaders to function effectively in a unionized environment.
- In partnership with HR team members and leaders, develop, implement, and evaluate OD programs and initiatives including career development and succession planning, knowledge transfer, performance management systems, change management, training and tools for managers, consistent with the requirements of the various collective agreements, and AU policies and procedures.
- Advise senior leadership and HR leaders regarding organizational challenges that may be required to address systemic people related issues.
- Provide support and direction for communications and change management efforts in the implementation of programs and initiatives.

- Develop evaluation methods to determine effectiveness of programs and to make recommendations to enhance, modify, and maintain learning and development programs.
- In collaboration with HR team members and leaders, develop and deliver presentations, and customized training materials to partners, as appropriate.
- Analyze external and internal business data/trends impacting performance, talent, climate, engagement and bench strength to develop appropriate strategies.
- Remain current with OD best practices for consideration of implementation and/or program review at AU and contribute to OD learning events.
- Participates as an active member of the HR leadership team.
- Perform other related 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 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 and impact in a wide variety of settings.

Builds, maintains, and enhances relationships across academic and administrative divisions.

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

Requires excellent and adaptable negotiation, facilitation and diplomacy with the ability to influence.

Supervision

Supervisory responsibilities for one part-time term position.

Impact of service or product

Responsible for 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 a significant 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, Like No Other.

Regular consultation with the Chief Human Resources Officer, senior leaders, HR team members, faculty leaders and operational leaders.

Must have the ability to plan, prioritize and organize work with minimal direction.

Complexity

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

Requires an in-depth knowledge of collective agreements, AU policies and procedures, applicable legislation and industry trends in order to analyze organizational needs, trends, anomalies and inconsistencies to provide sound and accurate recommendations.

Responsibilities and accountabilities within this position require a broad range of abilities as the incumbent must demonstrate analytical, interpretive, project management, facilitation and influencing skills.

Must possess excellent problem-solving skills, be proactive and persuasive.

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

Planning

Advanced planning and organizational skills are essential for this position as the incumbent is responsible for leading the design, development, and delivery of proactive talent development programs at Athabasca University (AU), in support of advancing its Strategic Plan, Like No Other.

Will participate in the formulation and execution of Human Resources strategic and operational goals and mandate

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

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

- Completion of a bachelor's degree in organizational development, business administration, human resources, or a related discipline. An equivalent combination of education and experience may be considered.
- Certification in Change & Transition management and/or Project Management.
- Minimum 5 years of experience, leading OD practices and programs, providing leadership development, organizational development, internal consultation, and facilitation services within a complex organization, ideally in a unionized environment.
- Proven ability to successfully lead significant organization-wide initiatives and programs.
- Strong business acumen and ability to think strategically and at a systems-level.
- Experience with evidence-based leadership development, adult learning principles, instructional design and delivery of online learning using LMS, and organizational-wide talent management approaches.
- Strong written and verbal communication and presentation skills are an essential requirement of this position.
- Demonstrated ability to foster collaborative, positive working relationships and develop strong partnerships with diverse internal and external partners.
- Strong project management skills.
- Commitment to life-long learning

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.