

*Talent development roles and responsibilities are often impacted by the size, structure, and tasks of an organization's learning function. This sample job description is designed as a starting place for you to then customize to reflect your organization's specific needs.*

## **Organization Development - Individual Contributor**

### **Job Description Summary**

This position is responsible for conducting organizational assessments, developing organizational development (OD) plans, and implementing change initiatives. The role involves designing OD programs, facilitating workshops, and analyzing organizational data. The ideal candidate will have strong skills in organizational assessment, program design, and data analysis to support the success of OD initiatives.

### **Essential Duties and Responsibilities**

- Conduct organizational assessments to identify areas for improvement.
- Develop comprehensive OD plans that align with organizational goals.
- Implement change initiatives to enhance organizational effectiveness.
- Design OD programs to support employee development and organizational growth.
- Facilitate workshops and training sessions on OD topics.
- Analyze organizational data to inform OD strategies and programs.
- Collaborate with HR to ensure alignment and support for OD initiatives.
- Track progress of OD programs and report on outcomes.
- Gather feedback from participants and stakeholders to inform continuous improvement.
- Adapt OD programs based on feedback and emerging best practices.
- Research best practices in organizational development and change management.
- Support change management initiatives within the organization.
- Conduct employee surveys to gather insights on organizational effectiveness.
- Ensure compliance with organizational policies and best practices in OD initiatives.

### **Skills**

- Proficiency in conducting organizational assessments.
- Expertise in developing OD plans.
- Experience in implementing change initiatives.
- Strong program design skills to create effective OD programs.
- Ability to facilitate engaging workshops and training sessions.
- Proficiency in data analysis to inform OD strategies.
- Ability to collaborate effectively with HR and other stakeholders.

- Strong progress tracking and reporting skills.
- Skills in gathering and implementing feedback to improve OD programs.
- Knowledge of best practices in organizational development and change management.

#### **Qualifications to Consider**

- Associate Professional in Talent Development (APTD)
- Certified Professional in Talent Development (CPTD)

SAMPLE

*Talent development roles and responsibilities are often impacted by the size, structure, and tasks of an organization's learning function. This sample job description is designed as a starting place for you to then customize to reflect your organization's specific needs.*