

HSA Organizational Development Specialist
Health Sciences Administration
Program Operations Specialist Grade 8, Job Code 1541
0.5FTE

Position Description

Through research, essential services and programs in human and animal health, regulatory compliance, safety, and risk management, Health Sciences Administration (HSA) promotes best practices and interdisciplinary collaboration in an effective, productive and sustainable work environment. Three interdisciplinary research centers and six departments comprise the nine HSA reporting units with combined budgets of \$52 million and over 600 personnel: Alcohol and Drug Abuse Institute (ADAI), Center for Human Development and Disabilities (CHDD), Washington National Primate Research Center (WaNPRC), Health Sciences Risk Management, HS Academic Services and Facilities, Environmental Health and Safety, Hall Health Center, UW Office of Animal Welfare, UW Medicine/Health Sciences Strategic Marketing & Communications. Each HSA employee directly contributes to and is accountable for creating and sustaining a culture of service, accountability, excellence and innovation within the department and across our reporting units. www.depts.washington.edu/uwhsa/

Position Purpose

Under the general direction of the HSA Assistant Director, the Organizational Development Specialist (OD) serves as facilitator, trainer and coach for issues and initiatives identified by the HSA Executive Director in consultation with the nine Health Sciences Directors. These initiatives relate to strategic goals, organizational effectiveness and process improvement efforts across the HSA reporting units. The OD Specialist will contribute to HSA efficiency and effectiveness by;

- Providing quarterly HSA Supervisor Training
- Implementing and managing the HSA Performance Management Program
- Promoting HSA Interviewing and Hiring Best Practices

The OD Specialist is responsible for developing strategies, methods, and tools for an integrated approach throughout the HSA Supervisor training calendar, the annual cycle of the HSA Performance Management Plan and the ongoing activity surrounding recruiting, interviewing, hiring and onboarding. The work is aligned with the HSA Strategy Map and accomplished through development and access to standardized training and materials, improving work processes, team communication, and employee alignment and accountability across the HSA units. This position is responsible for organizational development, assessment, research, and employee training to achieve individual and organizational results. The OD Specialist is expected to institute general and designated process improvement and integrate Lean practices across the scope of the position responsibilities. This position serves as an organizational point of contact within HSA and as a referral source to access relevant centralized UW services. The OD Specialist actively models and supports the strategic goals of

HSA and its reporting units and promotes alignment with the University goals, values and mission.

Training Responsibilities

- Provides practical and applicable training, facilitation and support appropriate to HSA needs on a regular (quarterly) and as needed basis
- Develops, designs, and trains personnel relative to performance and quality improvement responsive to HSA needs and initiatives
- Tracks training outcomes and metrics, regularly reporting to HSA leadership
- Working with HSA leadership and Human Resources Consultant, monitors status and trends in hiring, retention, turnover and career development, and provides HSA leadership with reports and recommendations as requested.
- Collects and disseminates information on relevant articles, available training sources, methods, costs, and program evaluation

HSA Performance Management Program Responsibilities

- Working with HSA leadership, the OD Specialist leads the implementation of the HSA Performance Management Program (PMP)
- Provides training for implementation of PMP to designated units; providing training to supervisors on elements of program
- Manages PMP for compliance, improvement and alignment through ongoing analysis, metrics and reports
- Performs analysis/reviews and follow up consultation with individuals or units regarding performance feedback or enhancement
- Networks with designated UW departments to improve the PMP and aligned OD strategies
- Maintains a transparent process that is supportive of HSA needs and compliant with all HSA, UW, state and federal policies

HSA Hiring Process

- Leads the improvement process surrounding best practices hiring, interviewing, and on-boarding
- Provides practical and applicable training, facilitation and support to unit hiring goals
- Performs ongoing analysis and review for HSA leadership and Directors
- Research, write and contribute content, data and materials for HSA website
- Provides relevant hiring data and assistance to HSA leadership and supervisors in their efforts to improve each unit's performance and effectiveness

General

- Develops and manages the OD budget to meet organizational training needs
- Serves as member of relevant working groups as directed

- Participates in HSA meetings and events as needed
- Stay current on all required training
- Perform other duties and projects as required and requested by supervisor

Impact on University

This position directly impacts the organizational and operational effectiveness and decisions made by Health Sciences Administration.

Position Complexities

The Organization Development Specialist performs a number of complex and demanding tasks on a daily basis including:

- Integrating information or recommendations from several internal and external sources
- Making theoretical and/or subjective judgments
- Developing, adapting and applying new approaches, methods and techniques
- Interpreting situations and applying best practices to achieve goals and address concerns
- Communicating effectively verbally and in writing to a variety of constituents
- Managing multiple projects simultaneously
- Approaching goals and concerns from a systems perspective while addressing and working with multiple needs and perspectives
- influencing and collaboration-building to meet HSA strategic goals and align with UW goals, mission and values

Required

- Bachelor's degree in Organizational Development, Business Administration, Psychology, Human Resources or related field AND four years of increasingly responsible personnel or academic experience to include at least two years of professional level experience involving organizational development or training.
- Proven program leadership, excellent supervisory and interpersonal skills, capacity to build and lead teams, highly organized, detail oriented, and able to effectively manage multiple demands and priorities in a fast-paced environment.
- Ability to work effectively with groups and at all levels of management and employees
- Excellent written (including editing and preparing reports), verbal and presentation skills. Proven ability to develop and provide standardized documentation in multiple formats for different audiences.
- Experience with process improvement strategies and procedures and demonstrated success managing in a culture of collaboration, change and transition.
- Demonstrates a thorough knowledge of organizational development strategy, training, and assessment techniques and theories.

- Proven record of excelling in team environments.
- Ability to model leadership and consultative direction to staff establishing professional partnerships that further the organization's mission.
- Experience in developing, implementing and training adults in the workforce.
- Proficiency with MS Office applications and related technology commensurate with responsibilities, including MS Word, Access, PowerPoint, Visio, Outlook, WordPress

Desired

- Graduate degree in Organizational Development, Business Administration, Psychology, Human Resources or related field
- Experience with a comprehensive approach to strategic planning and organization development.
- Documented experience or certification in Lean or similar continuous process improvement
- Experience working in an academic or public sector environment.

Conditions of Employment

This professional staff position is overtime-exempt. Schedules are assumed to be at least 20 hours per week, however, incumbents are expected to remain flexible to accommodate the unit's goals and mission, and to work beyond their normal schedule when necessary.

This role will require occasional travel to Health Sciences units located across the UW Seattle campus.