

Executive Director of Organizational Change, Ethics and Culture

USC ★★★★★ 971 reviews

Los Angeles, CA

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Indeed's salary guide

- Not provided by employer
- \$84.4K - \$107K a year is Indeed's estimated salary for this role in Los Angeles, CA.

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Who We Are:

USC is a leading private research university located in Los Angeles – a global center for arts, technology and international business. As the city's largest private employer, responsible for more than \$5 billion annually in economic activity in the region, we offer the opportunity to work in a dynamic and diverse environment. In careers that span a broad spectrum of talents more than \$5 billion annually in economic activity in the region, we offer the opportunity to work in a dynamic and diverse environment, in careers that span a broad spectrum of talents and skills across a variety of academic schools and units. As a USC employee, you will enjoy excellent benefits and perks, and you will be a member of the Trojan Family - the faculty, staff, students and alumni who make USC a great place to work.

The Office:

The **USC Office of Culture, Ethics and Compliance** (OCEC) leads and oversees efforts with leadership and stakeholders across USC to foster a culture where doing the right thing and making decisions consistent with values, policies, and legal and regulatory requirements is the everyday and expected course of action. The Culture, Ethics and Compliance Program is intended to support and drive the institution's commitment to comply with all applicable laws and regulations, detect and correct compliance violations promptly, and eliminate misconduct and other unethical behavior through the diligent and analytical work of its team members. The program also supports the programmatic embedding of the institution's unifying values and behaviors into system and process improvements across critical focus areas of culture through partnerships with internal stakeholders and advisory bodies, and within schools and units. We are a team that brings joy and passion to our work.

The Position:

The USC Office of Culture, Ethics and Compliance is seeking an **Executive Director of Organizational Change – Ethics and Culture** to join the Trojan Family. This ongoing leadership position was established in August 2019 in support of USC's on-going commitment to culture change and culture management. Reporting directly to the Vice President, Culture, Ethics and Compliance and Chief Compliance Officer, this position will be charged with setting the strategic vision for values and culture work across the university; facilitating and directing change management programs focused on university culture; engaging directly with senior leadership and Deans in the development of overarching and unit-specific strategies and related initiatives for the university. The individual in this role, will provide strategic leadership in development and implementation of a framework based on USC unifying values and key areas that drive culture to drive a culture where values and behaviors are supported by our people, processes, and systems. This is a unique opportunity to be part of a growing office that is developing its program to drive a focus in the areas of culture, ethics and compliance across a variety of risk areas at a pivotal time in our history.

Key Responsibilities Include:

- Leads the development and implementation of the strategic vision for the university's focus on values, related behaviors and identification of key systems and processes that shape culture and reinforce university values.
- Seeks engagement with leaders in the staff and academic fields on shaping desired culture, planning and developing key projects and engaging the entire university community (faculty, staff, and students).
- Develops and executes strategic change management plans focused on enhancing and promoting a culture based on the University's unifying values, and ethical decision-making.
- Partners with leaders in core areas impacting the University's culture such as diversity, equity, and inclusion, people development, expressing concerns and well-being.
- Oversees day-to-day operations of all programs related to the initiative, applying structured methodology to lead culture transformation/change management activities.
- Leads a team of staff that include a Program Manager, a Special Project Manager, a Program Administrator and an Assistant Director of Communications.
- Partners with the Working Group on University Culture (WGC), Culture Council, and key stakeholders at the university to transform the state of culture to one desired.
- Engages, develops and grows a network of 120+ culture and values champions, providing coaching and leadership to support their culture change efforts.
- Partners with the president's office, senior leadership, student leaders, and the Vice President of Culture, Ethics and Compliance/Chief Compliance Officer to set clear goals for the university.
- Oversees high-profile culture-related projects that emerge from the Office of the President and the Office of the Provost.
- Designs and develops systems and tools to measure the acceptance of the six unifying values and the state of culture more generally throughout the university.
- Builds action plans for cross-functional areas to address culture related issues and feedback from survey and measurement tools.
- Provides strategic insight and concrete recommendations for addressing values-related challenges across the university and in high-profile matters.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

The Ideal Candidate Will Have:

- Master's degree (minimum) in business administration, social work, psychology, or relevant field; Masters strongly preferred.
- Twelve or more years' relevant experience in organizational effectiveness and change management, with a solid understanding of the drivers of organizational culture and climates.
- Experience leading large-scale change management efforts at institutional level and across diverse operational and functional areas.
- Proven track record of developing and implementing action-oriented innovative models of practice, approach and policy for promoting culture changes, strengthening organizations and workplace environments.
- Demonstrated ability to simultaneously manage multiple projects with multiple stakeholders, applying change management methodologies and best practices.
- Demonstrated ability to track, manage and handle significant volumes of matters involving different issues with keen attention to detail.
- Knowledge of risk management and liability issues affecting higher education.
- The ability to manage and prioritize multiple large projects and their related tasks.
- Deft interpersonal skills for communicating with all levels of staff and diverse individuals and groups.
- Excellent problem-solving skills with demonstrated ability addressing difficult and complex issues, and diffusing high-tension situations.
- Knowledge of human resources processes, with experience in mediation, negotiation, staff development, and teaching/training staff.
- Ability to lead with passion and inspire others to engage and contribute.

Minimum Education: Master's degree Minimum Experience: 12 years Minimum Field of Expertise: Master's degree in business administration, social work, psychology, or related fields. Twelve years' experience in organizational effectiveness and change management. Six years' experience in leadership/management roles, able to drive strategies utilizing demonstrated expertise in varied HR domains (e.g., compensation, diversity and inclusion) and inspire engagement. Experience leading large-scale institutional change management efforts across diverse operational and functional areas. Demonstrated understanding of the drivers of organizational cultures and climates. Proven track record of developing and implementing active, innovative models of practice, approach, and policy. Deft interpersonal skills for collaborating across multiple departments, building consensus strategies and implementing plans. Excellent written and oral communication skills. Knowledge of risk management and liability issues affecting higher education. Demonstrated ability to track, manage, prioritize, and handle numerous significant, complex matters and projects with keen attention to detail. Knowledge of HR processes and best practices. Experience in mediation, negotiation, and staff development, teaching, and training.