



Senior Organizational Development Consultant - Human Resource (1.0 FTE, Days)

Palo Alto, CA



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Job Description

Senior Organizational Development Consultant - Human Resource (1.0 FTE, Days)

Category: Human Resources

Job Type: Full-Time

Shift: Days

Location:

Req: 16560

FTE: 1

Human Resource

1.0 FTE, 8 Hour Day Shift

At Stanford Children's Health, we know world-renowned care begins with world-class caring. That's why we combine advanced technologies and breakthrough discoveries with family-centered care. It's why we provide our caregivers with continuing education and state-of-the-art facilities, like the newly remodeled Lucile Packard Children's Hospital Stanford. And it's why we need caring, committed people on our team - like you. Join us on our mission to heal humanity, one child and family at a time.

Job Summary

This paragraph summarizes the general nature, level and purpose of the job.

Serves as an internal consultant for organization development and continuous improvement initiatives to align work force and key business initiatives. Manages key transformation projects and provides leadership and support for improving and/or developing people, systems, work processes and work environment to drive business results. Provides strategic leadership by planning, coaching, offering facilitation and consultation services to teams and individuals in designing

Job Summary

Company

Lucile Salter Packard Children's Hospital at Stanford



Start Date

As soon as possible

Employment Term and Type

Regular, Full Time

Required Education

Bachelor's Degree

Required Experience

6 years

and implementing strategies for solving complex organizational or Human Resource challenges, using Organizational Development methods, procedures, and tools to implement solutions, and continuously improving strategies, structures, and systems for the hospital. Provides advice on organizational and job design and facilitates service line strategic planning sessions.

Essential Functions

The essential functions listed are typical examples of work performed by positions in this job classification. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Employees may also perform other duties as assigned.

Employees must abide by all Joint Commission Requirements including but not limited to sensitivity to cultural diversity, patient care, patient rights and ethical treatment, safety and security of physical environments, emergency management, teamwork, respect for others, participation in ongoing education and training, communication and adherence to safety and quality programs, sustaining compliance with National Patient Safety Goals, and licensure and health screenings.

Must perform all duties and responsibilities in accordance with the Service Standards of the Hospital(s).

- Operates as an organizational leader and internal consultant to management in the identification, development, and implementation of business processes. Acts as a change agent in providing the support and mechanism to implement major changes to the operations of the business.
- Manages key transformation projects and coordinate others, managing risks and opportunities associated with transformational change and business process re-engineering, taking all steps to mitigate/exploit these to ensure that the transformation program is successfully delivered.
- Provides advice on organizational and job design including partnership options so that staff structure, culture and jobs facilitate change, recruitment and retention and the delivery and development of services.
- Evaluates business initiatives to determine the appropriate organizational effectiveness interventions needed to meet organizational goals. Implements organizational effectiveness interventions.
- Assists in developing procedures for metrics, data analysis methodologies, and management reporting.
- Provides Executive coaching to leaders and executives on organizational growth. Identifies, develops and teaches leadership development programs to ensure all leaders and potential leaders have the necessary skills to succeed.
- Participates in the identification and development of a competency model to be used throughout various organizational programs.
- Facilitates divisional strategic planning processes and service line strategic planning sessions.
- Facilitates team building workshops, exercises, or programs to enhance the cohesiveness of teams.
- Acts as a lead for learning and development staff and provides guidance, training, orientation and assigns and monitors work as required.
- Leads employee engagement survey roll-out and post-survey activities including organization wide and department specific interventions related to engagement.
- Leads and provides guidance on coordinating special events such as town hall meetings, employee recognition events, open houses and employee forums.

- Develops or aligns performance management program with key organizational goals.
- Evaluates software and hardware tools and participates in the selection and installment of tools.
- Leads vendor management activities and develops collaborative working relationship with internal and external clients, resources and vendors to facilitate and development and implementation of organizational development activities.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge, skills and abilities as well as possession of any required licenses or certifications is qualifying.

Education: Bachelor's degree in a work-related discipline/field from an accredited college or university.

Experience: Six (6) years of progressively responsible and directly related work experience.

License/Certification: None

Knowledge, Skills, and Abilities

These are the observable and measurable attributes and skills required to perform successfully the essential functions of the job and are generally demonstrated through qualifying experience, education, or licensure/certification.

- Knowledge of instruction, learning strategies, effective speaking, active listening, effective writing, time management, complex problem solving, change management and team building.
- Knowledge of local, state and federal regulatory requirements related to areas of functional responsibility and HR.
- Knowledge of principles and methods of curriculum design, adult education, training delivery and measurement of results.
- Knowledge of principles of business and management strategic planning, leadership development and education techniques.
- Knowledgeable about the business areas, successful in working with teams and facilitating a team environment.
- Knowledge of communication vehicles and how to apply them in disseminating information for organization wide communication and direction to employees.
- Ability to evaluate, write and edit content for a wide range of communication products.
- Ability to consult and conduct needs assessment evaluations with senior management to identify and define development need of the organization.
- Ability to organize and plan work and projects including handling multiple priorities.
- Ability to interact effectively with management and staff at all levels, to objectively probe and evaluate information solicited.
- Ability to provide leadership and influence others.
- Ability to establish and maintain excellent client relationship, exhibit exemplary interpersonal skills and exercise sound judgment and professionalism in business and personnel matters.

- Ability to communicate effectively at all organizational levels and in situations requiring instructing, persuading, negotiating, conflict resolution, consulting and advising as well as prepare clear, comprehensive written and oral reports and materials.
- Ability to work under minimal supervision; be a self-starter.
- Skills: Strong budgeting and analysis skills.

Physical Requirements and Working Conditions

The Physical Requirements and Working Conditions in which the job is typically performed are available from the Occupational Health Department. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job.

Equal Opportunity Employer

Lucile Packard Children's Hospital Stanford strongly values diversity and is committed to equal opportunity and non-discrimination in all of its policies and practices, including the area of employment. Accordingly, LPCH does not discriminate against any person on the basis of race, color, sex, sexual orientation or gender identity, religion, age, national or ethnic origin, political beliefs, marital status, medical condition, genetic information, veteran status, or disability, or the perception of any of the above. People of all genders, members of all racial and ethnic groups, people with disabilities, and veterans are encouraged to apply. Qualified applicants with criminal convictions will be considered after an individualized assessment of the conviction and the job requirements, and where applicable, in compliance with the San Francisco Fair Chance Ordinance.#LI-GP1

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