

# Organizational Development Business Partner

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**New York, NY, United States**

CooperVision

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Job Description - Organizational Development Business Partner (HEN4915)

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## Description

CooperVision, a division of CooperCompanies (NYSE : COO), is one of the world's leading manufacturers of soft contact lenses.

The Company produces a full array of daily disposable, two-week and monthly contact lenses, all featuring advanced materials and optics.

CooperVision has a strong heritage of solving the toughest vision challenges such as astigmatism, presbyopia and childhood myopia;

and offers the most complete collection of spherical, toric and multifocal products available.

Through a combination of innovative products and focused practitioner support, the company brings a refreshing perspective to the marketplace, creating real advantages for customers and wearers.

For more information, visit [www.coopervision.com](http://www.coopervision.com).

**JOB TITLE :** Organizational Development Business Partner

**DEPARTMENT :** Human Resources

## JOB SUMMARY

The Organizational Development Business Partner will be responsible for supporting the design, development, implementation and execution of programs that facilitate organizational development strategy for the site.

The position will focus on areas such as performance management, talent development, succession planning, talent retention, learning & development, and change leadership.

The position requires the ability to participate in the development of programs based on local needs and tactical execution, in alignment with the broader organization.

This position also participates in the Global Manufacturing OD activities. The position requires the BP to exhibit a high degree of influence without authority.

## **ESSENTIAL FUNCTIONS**

In collaboration with site leaders and local HR, create and maintain a needs analysis matrix for employee development.

In collaboration with Regional and Global Organizational Development, seek out developmental training materials and tools to execute training and coaching as guided by the need's analysis.

Partner with AMO regional and global OD to execute programs aligned with strategy and needs at the site modifying any development materials for localization as required.

Facilitate training and development programs for all levels at the site.

Trains people managers and employees in the construction of the Individual Development Plans, using the 70-20-10 methodology.

Provide ongoing support the on-going of Individual Development Plans, coaching managers on how to conduct development conversations, and research training programs.

Monitor individual development efforts and IDP completion. Identify development gaps and build development programs to close those gaps.

Train managers on the performance management process and tools, first line supervision training, leadership development training, and other identified training options.

Partner with Site and HR Leadership to identify People Strategy gaps and resources needed to support the business initiatives.

Responsible for support the coordination of engagement surveys, climate assessments, recommend tactics to support drive improvements, trains people managers and employees in action plan development and follow up.

Conduct training / coaching sessions for leadership to ensure effective adoption and use of OD tools and strategy.

In partnership with HR Business Partners and Operations, lead recognition program implementation. Responsible for the Recognition Program electronic tool implementation and administration at the site, assess impact and propose changes and implement.

Participate in and / or lead Employee Engagement endeavors to include social committees, etc.

Partner with leaders to assist in Change Management strategies.

In collaboration with site leaders, local HR, corporate and AMO operations, take a leadership role in Diversity and Inclusion programs.

Develop appropriate tracking mechanisms and metrics to drive accountability, measure results, and optimize the

### **impact of the OD function.**

Support the succession planning and talent review process, including but not limited to formal Employee Development Reviews.

Coordinate and support talent assessments.

### **POSITION QUALIFICATIONS**

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Proficient in Excel, PowerPoint, and Learning Management Systems (preferably including Agile and Oracle Human Capital Management)

Knowledge of and experience in performance management process activities, top talent identification and succession planning, leadership development practices training design, change management methodology, talent analytics, data collection, report and analysis, and employee engagement methodology.

Project management skills to include planning, resourcing, budgeting, and execution.

Ability to deal with competing priorities and to manage time appropriately.

Skill in critical and creative thinking to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Ability to effectively work and collaborate with diverse, international colleagues in a global cultural environment.

Excellent relationship management and influencing skills that gain support and commitment for shared projects.

Experience in facilitating OD and / or group dynamics activities.

Coaching skills with an emotionally mature outlook to problem solving.

Exceptional oral, written, and interpersonal communication skills.

Relies on extensive and independent judgment to plan work, review results and accomplish goals.

## **WORK ENVIRONMENT**

Generally, works in an office and factory environment, with normal level of noise and controllable changes of temperature.

Needs to stand, walk and may be seated for a long period of time.

Uses hands to handle and reach.

Required to travel approximately 10%.

Works with a personal computer and programs to prepare documents or reports.

Applies communication skills (advance reading, writing, and technical skills) and mathematical concepts knowledge to perform work and coordinate with others.

Must possess analytical capacity and high level of professionalism and judgement to resolve issues.

## **EDUCATION**

Bachelor's degree in a related course of study required.

Equivalent combination of education and experience may be considered.

## **EXPERIENCE**

3-5 years of directly related experience in an Organizational Effectiveness / Organizational Development role.

Demonstrated experience successfully meeting objectives as an OD professional in a matrixed organizational environment.

Proven experience Managing Change

Affirmative Action / Equal Opportunity Employer. Minority / Female / Disability / Veteran