

JOB CODE: TBD

JOB TITLE: Org Effectiveness Consultant

JOB SUMMARY

Under general supervision, this role is responsible for developing, implementing and/or managing OE programs and processes pertaining to performance management, talent planning, succession planning, and employee surveys.

MAJOR DUTIES AND RESPONSIBILITIES

- Provide program and project support for medium- to large-scale projects/programs such as goal setting, on-going performance conversations, year-end conversations, talent management, succession planning, and employee surveys
- Manage the coordination of projects including identifying appropriate resources required, developing and managing project plans, creating resources and supporting materials, and leveraging internal resources to ensure timely completion of projects
- Develop project materials including agendas, meeting minutes, meeting slides, communications, and resource materials (i.e., reference guides, job aids)
- Consult with HR on needs and recommend appropriate solutions; interactions are typically up to VP level
- Research varied, relevant topics and make recommendations
- Run reports and analyze data to draw conclusions or make recommendations
- May independently lead portions of projects or programs
- Lead meetings with team members or clients (e.g., HRBPs)

REQUIRED QUALIFICATIONS

Skills/Abilities and Knowledge

- Experience in HR program implementation
- Expertise in project management
- Proficiency in PowerPoint, Excel, and Word
- Strong analytical skills, accuracy, and attention to detail (e.g., Excel data aggregation and analysis)
- Ability to participate on multiple and varied project teams
- Ability to accurately compile and synthesize quantitative and qualitative information, draw conclusions, and effectively present solutions and recommendations to management
- Flexibility and willingness to work in a rapidly changing HR environment
- Strong drive for results, highly motivated, and proactive
- Superior verbal and written communication skills
- Ability to effectively communicate complex ideas in a simple, straightforward manner across all employee levels
- Knowledge of HR data management and reporting, especially Human Capital Management systems (e.g., Cornerstone OnDemand, Success Factors) preferred

Education

Bachelor's degree or equivalent experience is required; Master's degree preferred

Related Work Experience

3-6 years OD, or varied HR experience required; consulting or large-scale project management experience strongly preferred



WORKING CONDITIONS

Office environment, outdoors, walking and standing

Travel up to 20%

EOE Race/Sex/Vet/Disability

Charter is an equal opportunity employer that complies with the laws and regulations set forth in the following EEO Is the Law poster: <http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>

Charter is committed to diversity, and values the ways in which we are different