

Date Created:	4/13/2021	Date Revised:	
Title:	Director, Organizational Effectiveness		
Department:	Human Resources	Reporting to:	Senior Director, HR and Org Transformation

To Be Completed by Compensation			
Job Code:		Job Grade:	
FLSA:	Exempt	EEO Category	

JOB SUMMARY

This role is a leadership position on the HR and Organizational Transformation Team and is responsible for organization effectiveness with a high emphasis on organization design. This role reports to the Sr. Director, HR and Org. Transformation. This role owns organization effectiveness and design methodology, setting the approach and executing large-scale organization design and effectiveness projects, and coaching partners (e.g., HR Business Partners) on smaller-scale efforts. This leader will partner with the HR Leadership Team and Senior Business Leaders to lead and deliver activities related to organizational design, organizational effectiveness, culture transformation and change leadership.

ESSENTIAL DUTIES & RESPONSIBILITIES	Estimated % of Time Spent
<p>1. Organizational Effectiveness Leadership</p> <ul style="list-style-type: none"> Develop organization effectiveness and design strategy that aligns with overall business priorities and goals. Design and drive application of consistent and pragmatic design methods and tools across the enterprise (eg org and team structure, spans and layers analysis, reporting lines, ways of working, process design) Provide thought leadership for organizational change efforts, driving centralized methodology to support execution at the local level based on proven methods (eg Procsi). Provide coaching and subject matter expertise to equip leaders and partners with the right tools and resources. Stay current on research, practices, and trends in organization design and culture transformation (e.g., assessment, innovative development approaches, etc.). 	20%
<p>2. Transformation Initiative Design & Project Management</p> <ul style="list-style-type: none"> Lead large-scale organizational design initiatives end-to-end, aligned to strategic imperatives. Direct project end-to-end, engaging project teams, building and tracking project plans, status reports, and mitigating business risk by highlighting critical issues to program leadership Stakeholder and project team engagement Source vendor partners and provide oversight 	30%
<p>3. Organization Design & Change Management</p> <ul style="list-style-type: none"> Evaluate current team structures and design new team structures, roles, and engagement models to support desired outcomes based on business strategies. Partner with senior business leaders and HR Business Partners to assess organizational needs 	50%

<p>and develop comprehensive solutions and interventions to increase organizational performance.</p> <ul style="list-style-type: none"> • Build business case for change, evaluate change readiness, build and enable execution of stakeholder plans and transition activities, and managing sustained change and transition • Identify and assesses current organizational capabilities, and build what's required for success • Manage the process for preparing organization design alternatives, testing them against design criteria, and aligning leadership groups around design selection and implementation • Craft and facilitate experiences that produce creative design and drive decision making with audiences at all levels. • Apply analytic and visualization tools to assess the impact of varying design and decision solutions • Manage the process of identifying, assigning, and implementing decision making authority and responsibility to both individuals (decision rights) and groups (governance) • Prepare workforce transition plans and programs, including strategies to transition talent at all levels in partnership with HRBP • Design jobs and roles, aligned to competency models and career paths to aid in the selection and transition of employees • Serve as a trusted advisor to clients through the organization design process 	
Total	100%

ORGANIZATION RELATIONSHIPS
<p>Interact and communicate with all levels of team members: club level, corporate staff, senior management, and executives and form good internal business relationships with all functional areas. This role is a central HR team department point of contact for key projects and confidential information and knows when it is appropriate to escalate issues to the Senior Director, HR & Org Transformation. This role has no direct reports.</p>

REQUIRED QUALIFICATIONS
Knowledge, Skills & Abilities
<ul style="list-style-type: none"> • Demonstrated experience and success partnering as a strategic adviser to all levels and functions within the business. • Proven track record in developing customized, innovative Organizational Effectiveness solutions to meet business challenges. • Strategic thinking and decision-making skills, strong analytical problem-solving and design skills, and a customer-focused mindset. • Known as a change management expert with the ability to teach others. • Strong project management skills including ability to drive projects and project teams to deliver results. • Experience working with and leading virtual project teams. • Clear and effective verbal and written communication, influencing and facilitation skills • Skilled at framing issues around difficult topics; highly effective at communicating to a range of audiences (verbal, written, visual). • Ability to work effectively in a dynamic, fast-paced environment.

<ul style="list-style-type: none"> • Innovative, creative, and inquisitive nature. • Excellent computer skills, including strong knowledge of Word, Outlook, Excel, and PowerPoint. • Ability to manage time, set priority and deliver results.
Minimum Educational Level/Certifications
<ul style="list-style-type: none"> • Bachelor's degree.
Minimum Work Experience and Qualifications
<ul style="list-style-type: none"> • 10+ years of Organizational Effectiveness professional work experience, preferably within a Fortune 500 company or major consulting firm (where OE/OD was the primary work responsibility). • Experience with leading functions through significant enterprise transformation efforts • Significant change management experience • Experience creating and building adoption around OD/OE frameworks and tools
Physical Demands/ Environmental Conditions
<ul style="list-style-type: none"> • Must be able to sit and work on a computer for extended periods of time. • Must be able to work extended hours on occasion.
Travel Requirement
<ul style="list-style-type: none"> • Occasional travel by air may be required (<10 days per year).

PREFERRED QUALIFICATIONS
Knowledge, Skills & Abilities
<ul style="list-style-type: none"> • Solid knowledge and understanding of Human Resources operating systems.
Educational Level/Certifications
<ul style="list-style-type: none"> • Graduate Degree in Organizational Development, Organization Effectiveness, Change Management, Human Resources or related field. • PHR/SPHR certification • PMP certification
Work Experience and Qualification
<ul style="list-style-type: none"> • Experience in a large, complex, matrixed organization

Disclaimers
<p>DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by incumbents assigned to this job. This is not intended to be an exhaustive list of all the responsibilities, duties and skills required. The incumbent may be expected to perform other duties as assigned. This job may be reviewed as duties and responsibilities change with business necessity.</p> <p>COMPLIANCE & INTEGRITY: Consistently supports compliance and Workplace Conduct by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, reporting non-compliance, and adhering to applicable federal, state and local laws and regulations, accreditation and licensure requirements (if applicable), and 24 Hour Fitness' policies and procedures. All Directors, Managers and Supervisors are accountable for communication, implementation, enforcement, monitoring and oversight of compliance policies and practices in their departments.</p> <p>SERVICE & QUALITY: In addition to defined technical requirements, accountable for consistently demonstrating service behaviors and principles defined by 24 Hour Fitness as well as specific departmental/organizational initiatives. Also accountable for consistently demonstrating the knowledge, skills, abilities, and behaviors necessary to provide superior and culturally sensitive service to member and team members, contracted providers and vendors.</p>



JOB DESCRIPTION

WORKPLACE SAFETY: In addition to defined working conditions and physical requirements, employees are accountable for working safely; following established policies & procedures; and reporting all injuries and hazards to their supervisor immediately. Supervisors and Managers are accountable for ensuring the safety performance of employees; applying consistent practices in compliance with federal, state and local regulations; providing guidance to maintain a safe and healthy work environment.