

Job Title: Deputy Director – L&OD

Reports to: Sr. Director & Head – HR

Location: Sonipat & NCR

Nature of work: Full Time

About Ashoka University:

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance and best practices.

Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded a Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigour, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community, and teaching methods.

For further information, visit www.ashoka.edu.in.

We aim to co-create a nurturing space for our students, faculty, staff, donors, and community positively through universal values:

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

Position Summary:

We are looking for a Learning and Organization Development (L&OD) professional to help our employees advance their skills and knowledge. You are expected to contribute to the design and delivery of people and organizational development strategies and the management of change in support of the organization's strategic and operational plans, providing information, advice and services as required. You should be passionate about helping people learn and grow.

Role and Responsibilities:

- To design and deliver OD and change management strategies, processes and interventions that support the University's ambition to be a high-performing organization; to include initiatives which foster a high-performance culture, where learning and continuous improvement are the norm.
- Develop and implement learning strategies for the overall development of our team. Plan end-to-end development programs according to the organizational requirements. Plan and prepare training materials in line with the latest trends.
- To identify opportunities for performance improvement through, for example, undertaking internal diagnosis, and process/system reviews to understand barriers and possible solutions.
- To manage resources as and when required to ensure cost-effective delivery of agreed OD initiatives.
- To design and facilitate in-house events as required
- To develop the institution's approach to talent management and succession planning and to coordinate with key stakeholders to ensure effective implementation.
- To oversee the annual appraisal process, monitor compliance with the timetable to ensure consistency of quality in appraisal documentation and manage the induction programme.

Skills and Personal attributes required:

- Excellent influencing and interpersonal skills with people at all levels, internally and externally.
- Strong written and oral communication skills, including presentation skills.
- Effective planning and project management skills with the ability to set and work to deadlines.
- The ability to engage, conduct diagnosis, analyze findings, generate options and build commitment to solutions.
- Event design and facilitation skills.
- Numeracy and ability to analyze quantitative and qualitative data.
- Personal Attributes
 - Self-motivation, enthusiasm and results-focus.
 - Flexible, adaptable and comfortable with ambiguity.
 - Negotiating, influencing and holding to account.
 - Pragmatic and solution-oriented.
 - Committed to high standards and continuous improvement.
 - Ability to move between big picture and detail

Qualifications required:

- Master's degree in Psychology/HR or relevant field from the Premier institution would be considered
- 8+ years of work experience as a Learning and Development Specialist, Training and Development

Please submit an updated CV at [connect.hr@ashoka.edu.in/](mailto:connect.hr@ashoka.edu.in), with the subject line <Deputy Director – L&OD>

Kindly ensure that the application includes the last compensation received, expected salary, and notice period. Only shortlisted candidates will be contacted.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.