**Microbiology Society – Job Description for:**

**Job Title:** Staff Development Officer (0.6 FTE)

**Reports to:** Head of Central Services

**Location:** 14-16 Meredith St, London, EC1R 0AB

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### 1.1 About us

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It is one of the largest microbiology societies in Europe with a worldwide membership based in universities, industry, hospitals, research institutes and schools.

Our members have a unique depth and breadth of knowledge about the discipline. The Society’s role is to help unlock and harness the potential of that knowledge.

Read more about our mission and values at [microbiologysociety.org](http://microbiologysociety.org)

### 1.2 About you

The Staff Development Officer is responsible for supporting the delivery of the Society’s staff development plans, working closely with the Head of Central Services and all other colleagues.

The postholder will contribute to and support the Head of Central Services in the delivery of all of Council’s strategic objectives and particularly in relation to long-term sustainability by increasing efficiency and growing future leaders.

### 1.3 Duties

Reporting to the Head of Central Services, the Staff Development Officer will have responsibility for supporting the delivery of the Society’s annual staff development cycle, as well as working with the Head of Central Services to improve organisational development.

Key responsibilities will include (but will not necessarily be limited to):

- Working with the Head of Central Services to analyse, develop and implement a strategic approach to organisational development with activities to support the Society’s strategic objectives

- Supporting the Head of Central Services with the implementation of organisational development processes ensuring that we work towards improving knowledge, skills and behaviours that are needed to drive the Society forward

- Helping to build strong and productive relationships with staff on behalf of the Chief Operating Officer and the other Heads of Departments to understand and anticipate the organisational development needs across the organisation
• Supporting the Head of Central Services to ensure that the Society maximises on the benefits of its outsourced HR service and successfully reviews staff training and development needs; collating these and identifying gaps
• Supporting the Staff Forum to include recruitment, the staff survey and resulting actions and the terms of reference for this group
• Monitoring expenditure for staff development and training in collaboration with the Head of Central Services to ensure that every training opportunity includes robust evaluation of the effectiveness and measurement of the return on investment
• To work with the Head of Central Services, Chief Programmes Officer and Director of Strategy, and other staff members to ensure we continue to provide a welcoming and diverse working environment and that we continually review our working culture by listening to our staff members
• Other duties as determined by the Head of Central Services from time to time

1.4 **Knowledge and Skills**

**Essential**
• Degree or equivalent experience
• Minimum of two years’ experience working in HR or organisational development
• Ability to build effective relationships with key individuals and stakeholders at all levels
• Sound problem-solving skills and ability to find creative solutions
• Ability to co-ordinate conflicting priorities, work accurately and to tight deadlines
• Excellent communication skills both written and oral
• Excellent administration skills with proven ability to take accurate and informative meeting minutes
• Excellent working knowledge of Microsoft Office Applications and experience of using database systems

**Desirable**
• Knowledge of membership organisations
• Knowledge of and/or interest in the science of microbiology