



# Organization Planning Consultant

Deals with all kinds of issues in general organization in an administrative or industrial environment in order to simplify or reinforce productivity and the quality of work (improvement, innovation).

## CONDITIONS OF WORK

Often reports to general management or maybe a particular department and acts on behalf of management or the departments in order to help them solve their problems in a sensible way. The job involves meeting managers and employees on their sites, running interviews and meetings and leading work teams made up of people with complementary skills.

## BASIC SKILLS AND TECHNIQUES

- Analyzes a situation and related functions at a given time and with a given objective, using tailor-made or adapted measuring tools and research methods.
- Detect the relations between possible incoherent or malfunctioning procedures, formulate the problems and identify the needs.
- Find adapted solutions for what is at stake with the staff concerned. Design and promote hypotheses of solutions and present them to the management. Carry out a forecast on their impact.
- Plan, implement and follow up on the projects approved by the management (experimenting phase, possible corrective actions, then implementation).
- Estimate the impact of the new organization, draw conclusions using a variety of indicators.

## RELATED SKILLS

Basic skills in adult education.

## REQUIRED QUALITIES

The job requires to be able to:

- Observe, analyze and then summarize different work situations.
- Deal with reluctance to change.
- Capitalize on experience and imagine adapted solutions.
- Buy into the organization's culture and environment.
- Liaise with and involve the employees.
- Permanently update and increase his/her knowledge.