



SCIENCE
BASED
TARGETS

DRIVING AMBITIOUS CORPORATE CLIMATE ACTION

Organizational Development Specialist

Location. Mexico

Job Purpose and Background:

The Science Based Targets (SBTi) initiative is looking for an Organisational Development Specialist to support driving organizational initiatives aimed at fostering a positive and inclusive workplace culture.

As the People & Culture Officer you will focus on employee engagement, talent development, HR operations, and supporting change management activities across the organization. The Organisational Development specialist collaborates closely with managers and employees to ensure that organizational goals are aligned with employee satisfaction, development, and well-being.

This position will report to the Organisational Development (OD) Manager.

This role plays an important part in achieving:

- Ensure successful change management at the organizational level through different initiatives
- Improve Employee engagement through the implementation of strategies and initiatives based on organizational culture
- Implement talent programs and policies to ensure Talent Development at the organization
- Guarantee HR process implementation and organizational policies
- Implementation of Diversity, Equity, and Inclusion (DEI) policies and initiatives
- Ensure Performance Management and evaluations

You are a great fit for this role if you:

You are a great fit for the role of Organisational Development Specialist at SBTi if you are passionate about driving meaningful change and have a strong background in organizational development and change management. You excel at designing and implementing strategies that improve organizational effectiveness, employee engagement, and culture. With a deep understanding of talent development, you can identify leadership potential and create programs that foster growth. You are a natural communicator, able to collaborate across departments, engage stakeholders, and guide teams through periods of transformation. Your ability to analyze organizational data and recommend solutions will be key in optimizing processes and achieving SBTi's ambitious goals. If you thrive in a dynamic,

purpose-driven environment and are committed to sustainability and long-term impact, this role is perfect for you.

About the SBTi:

The SBTi is a global body enabling businesses to set ambitious emissions reduction targets in line with the latest climate science. It is focused on accelerating companies worldwide to halve emissions before 2030 and achieve net-zero emissions before 2050.

The SBTi defines and promotes best practices in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies' targets.

For more information, please visit www.sciencebasedtargets.org

Key responsibilities include:

- **Support Change Management Initiatives:**
 - Assist the OD Manager in implementing organizational change initiatives by coordinating communication plans and change readiness activities.
 - Provide support to managers and teams to help them navigate organizational changes, ensuring a smooth transition.
- **Employee Engagement & Culture:**
 - Coordinate employee engagement surveys and assist in analyzing feedback to help develop action plans for improving workplace culture.
 - Organize team-building activities, wellness programs, and initiatives that promote company values and a positive work environment.
 - Assist in implementing action plans that support cultural shifts driven by organizational assessments.
 - Implement Internal Communication strategy and initiatives
 - Implementation of Wellness initiatives
 - Planning of organization events such as offsite
- **Talent Development & Leadership Programs:**
 - Work with the OD Manager to implement talent development programs, including leadership training, mentoring, and career development initiatives.
 - Help in identifying high-potential employees and assist in creating personalized development plans to foster their growth.
- **Performance Management:**
 - Assist the OD Manager in the implementation of performance management systems that align with organizational objectives.
 - Help managers with performance evaluations and ensure they are linked to individual development plans.
 - Assist in preparing HR reports and updates for the OD Manager and other stakeholders.
 - Implementation of talent and performance evaluations and calibrations.
- **Support Diversity, Equity, and Inclusion (DEI) Initiatives:**

- o Collaborate with the OD Manager to support the implementation of DEI programs, ensuring that initiatives promote an inclusive workplace.
- o Monitor progress on diversity and inclusion goals, and help make recommendations for improvements.
- **Organizational Assessments & Process Optimization:**
 - o Assist in conducting organizational assessments and gathering data to evaluate organizational performance, efficiency, and culture.
 - o Help streamline HR processes and support the OD Manager in process optimization efforts to improve collaboration and efficiency across teams.
- **Succession Planning Support:**
 - o Assist in maintaining succession plans for key positions, ensuring leadership continuity in collaboration with senior management.
 - o Support the OD Manager in identifying and mentoring potential successors.

Essential skills and experience needed:

- Employee engagement and culture building
- HR operations and policy implementation
- Talent development and performance management
- Change management support
- DEI initiatives
- Conflict resolution and employee relations
- Process optimization and organizational efficiency
- Strong communication and collaboration skills

Desirable criteria:

- Experience in driving change management initiatives within diverse and complex organizations.
- Understanding of organizational development frameworks and best practices for improving efficiency and culture.
- Experience in leadership development and implementing talent development programs.
- Ability to analyze data and metrics to assess organizational performance and recommend strategic improvements.
- Excellent communication and stakeholder engagement skills, with the ability to collaborate across global teams.
- Experience working in mission-driven or sustainability-focused organizations, particularly in the context of climate action or corporate responsibility.
- Familiarity with Diversity, Equity, and Inclusion (DEI) principles and experience integrating DEI initiatives into organizational strategies.
- At least 3 years of experience
- Great English communication skills

Important information before you apply.

- This is a full-time role based in Mexico
- The salary for this role will depend on location and experience level.
- This role is a fixed-term contract for 12 months with the possibility of extension.
- This role holds a maximum 6-month probationary period, depending on country legislation.
- Interested candidates should be legally allowed to work in the specified countries and already be visa holders. **The SBTi cannot sponsor working visas.**

If you are interested, please apply [here](#).

What we offer:

- Working in one of the most successful and fastest-growing initiatives driving climate action.
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team.
- Training and development.
- 30 days of time off, plus your Country's bank holidays.

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds, and do not discriminate based on race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.