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| **Title** | Leadership Development Lead Specialist |
| **Classification/Grade/Band** | Band 3 Level 3 |
| **Group/Unit/Section** | People & Culture/People Planning and Operations/People Development and Expertise |
| **Reports to** | Section Manager People Development and Expertise |

**Vision**

A vibrant and sustainable Central Coast.

**Purpose**

To provide valuable services that strengthens and supports the Central Coast Community.

**Values**

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Leadership Development Lead Specialist is responsible for overseeing the day to day work and functioning of a team in managing the design, procurement, delivery and evaluation of leadership development programs and initiatives for the Central Coast Council. In addition, the role is responsible for the creation of a Leadership Development Framework which supports the leadership strategy and culture of Central Coast Council.

The Leadership Development Lead Specialist works at a strategic level with internal stakeholders and external vendors to ensure programs and projects are delivered on time, to a high quality and within budget.

The position of Leadership Development Lead Specialist is required to provide quality customer service and create value for the community.

**Key Duties and Responsibilities**

* Develop, deliver and integrate a leadership framework, leadership programs and initiatives for leadership teams that meet the strategic direction on Central Coast Council;
* Design Leadership Programs that support the delivery of the Central Coast Council purpose and strategy in consultation with leadership;
* Facilitate workshops and focus groups to scope, analyse and enhance leadership development;
* Partner with internal/external stakeholders to deliver programs;
* Drive the monitoring and evaluation of leadership development framework and solutions to ensure programs are impactful, strengthen leadership, management and workplace practices, and improve culture and performance;
* Work collaboratively with organisational development colleagues to deploy capability development initiatives;
* Proactively coach and support People & Culture Business Partners to embed effective leadership practices within their client groups and the organisation;
* Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent’s skills, training and experience.

**Authority and Accountability**

* Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council’s Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
* Policy and procedures are readily available but the Leadership Development Lead Specialist is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
* Decisions affect the work and activities of others within the section or from a specific project team;
* The work of the Leadership Development Lead Specialist influences the external environments by ensuring services are consistent with Council standards;
* The Leadership Development Lead Specialist complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee’s acts or omissions;
* Develops a complete budget for a section or a specific project. Responsible for costing resources/time/people and materials;
* Monitor budgetary spending within work area, against pre- determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

**Personal Attributes**

* Give frank and honest feedback/advice and seek to listen and understand when ideas are challenged;
* Represent the organisation honestly, ethically and professionally and encourage others to do so;
* Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
* Support initiatives that create an environment where diversity is valued.

**Interpersonal Skills**

* Write fluently in a range of styles and formats and tailor communication to the audience;
* Identify customer service needs, understand customer perspectives and implement responsive solutions.
* Build cooperation and overcome barriers to information sharing and communication across teams/ units;
* Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

**Business Enablers and Technical Skills**

* Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
* Use expertise and seek others assistance to achieve work outcomes;
* Ensure current work plans and activities support and are consistent with organisational change initiatives;
* Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
* Ensure that actions of self and others are focused on achieving organisational outcomes;
* Take account of financial implications and return on investment when planning financial transactions;
* Support compliance with records, information and knowledge management requirements of the organization;
* Be aware of procurement and contract management risks and actions to mitigate these;
* Evaluate progress and identify improvements for future projects.

**Team Work**

* Ensure team objectives achieve business outcomes that align with organisational policies;
* Plan and monitor resource allocation effectively to achieve team objectives.

**QUALIFICATIONS**

**Essential**

* Degree qualification in a related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;
* Class C Drivers licence

**EXPERIENCE**

* Demonstrated experience working in a leadership development role;
* Extensive experience in the design, implementation, management and evaluation of contemporary leadership development programs, projects and events;
* Demonstrated experience in the development and implementation of leadership development framework;
* Demonstrated extensive relationship building and engagement skills;
* Demonstrated leadership behaviours, including active communication with the team in regard to performance, business strategy, diversity, coaching and mentoring and change management;
* Demonstrated ability of high level of written and verbal communication skills including the ability to communicate complex concepts to different audiences including engagement, procurement, management of services, contractors and consultants;

Key Relationships

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| Internal | External |
| Chief Executive Officer | Vendors |
| Executive Leadership Team  |  |
| Leadership Team |  |
| Unit Managers |  |
| Council employees |  |