

Position Description

Position title:	Learning Planning & Engagement Lead
Work location:	City Administration Centre, 12 Stewart Avenue, Newcastle & Waratah Works Depot
Directorate:	Corporate Services
Reports to:	Workforce Development Manager
Direct reports:	Up to 10 direct reports
Salary Point:	SP 17
Decision making:	Level 4 Management Hierarchy
Date revised:	2 January 2023

Council Overview

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The People & Culture Service Unit is part of the Corporate Services Directorate and this role reports to the Workforce Development Manager.

What's it like working at the City of Newcastle?

We are focused on making a difference in our community and achieving our vision of ***creating a liveable, sustainable, inclusive global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

What is the focus of this position?

The Learning, Planning and Engagement (LPE) Lead manages the learning and development, organisational development and strategic workforce development functions and portfolio of work.

To be successful in this role you need to form high trust relationships with leaders across the business to support the successful implementation of strategic initiatives and services that contribute to the transformation of CN and achievement of our strategic and operational delivery plans. Working collaboratively with the People and Culture service element, you will lead an ambitious program of work and deliver effective, tailored learning and development programs, change management solutions and enhance employee engagement. You will manage the learning system architecture and reporting of results and project outcomes to the P&C Management team through the compilation of data and analytics, highlighting the return on investment and success of programs of work.

What you will be doing:

- Manage the delivery of the workforce development strategy and partner with the business to implement initiatives to drive transformation and enable our people to grow and excel
- Prepare our people for change through the application of change management principles and execution of change management programs and activities
- Lead and develop OD & L&D initiatives that activate, support and lead to the embedding of culture change and increased employee engagement to assist in CN's transformation, building our brand as an employer of choice and our capacity to be future ready.
- Manage Leadership development, including teams, leadership cohorts and individual coaching
- Ensure CN's learning and organisational development needs are identified to assist the development and delivery of appropriate strategies and programs that satisfy business demands and needs.
- Develop and implement strategies to enhance digitalisation of people systems and implement efficient and analytical driven organisational reporting.
- Manage, monitor, and evaluate Learning, Planning and Engagement functions including:
 - Culture, change management and employee engagement
 - Volunteer management framework & system
 - Performance Development framework and guidelines
 - Employee Listening strategy, surveys and action plans
 - Learning programs for the organisation, via direct delivery, e-learning or outsourced learning providers
 - Leadership capability development programs
 - Traineeships, Apprenticeships and Graduate development programs
 - CN corporate induction program
- Engage and lead learning and development, organisational development and systems architecture, reporting and analytics specialists to deliver solutions, strategies, sound advice and services to meet the diverse needs across CN through developing skills to deliver and the establishment of Personal Development Plans.
- Prepare business cases outlining return on investment for proposed initiatives
- Access government funding to ensure financial sustainability
- Any other accountabilities or duties as directed by the Manager which are within the employee's skill, competence, and training.

The essentials you'll need:

- Degree qualifications in Human Resource Management, Organisational Development, Business or a related discipline and/or relevant experience.
- Extensive experience partnering with leadership in designing and managing learning and organisational development programs, within a large functionally diverse organisation.

- Experience in driving innovative, digital solutions in a People and Culture environment.
- Demonstrated ability to present complex learning and organisational development strategies and initiatives in plain and simple language to key internal and external stakeholders.
- High level oral and written communication and influencing skills with significant experience in building and maintain effective, collaborative high trust working relationships across all levels of the organisation and with external stakeholders.
- Highly developed organisational skills, with the ability to manage a diverse range of conflicting priorities and coordinate fast paced, high volume service delivery.
- Strong business and commercial acumen with experience in contributing to business strategy and providing expertise to Executive and Senior Leadership.
- Demonstrated project management skills and proven ability to deliver organisational wide initiatives with strategic alignment.
- Highly developed change management skills with the ability to lead change initiatives in a large organisation
- In depth experience coaching leaders to grow and excel to improve performance
- Demonstrated, highly developed personal capabilities including a strategic and growth mindset; an agile, flexible, and resilient attitude; and strong personal leadership and accountability.
- Capacity to lead, mentor and develop a team of diverse People & Culture professionals.

Other valuable skills you may have:

- Relationship and networking experience across Local Government or external agencies.
- Certificate IV Training and Assessment.
- Demonstrated knowledge of NSW Apprenticeship and Traineeship scheme.
- LSI Accreditation
- PROSCI Change Management Accreditation

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	