

Organisational Development Specialist

Role purpose

Deliver a culture change program and operationalise an organisational capability framework to ensure capability requirements for employees and teams are identified, prioritised, coordinated and delivered efficiently. This role has responsibility for implementing a range of people programs to improve the overall employee experience.

Role overview

EA and Classification	Hobart City Council Enterprise Agreement 2021 Municipal Officer Level 4
Position Description Number	9876
Number of direct reports	2
Responsible for total staff	2
Delegations and Authority	Purchasing card
Budget level	Nil
Division, Unit, Team	City Enablers Division, People & Culture Unit, People Enablement Team
Immediate Manager	Lead Organisation Development & Talent Acquisition (9877)



Role accountabilities Key result areas

Strategic

- In collaboration with the Lead Organisational Development and Talent Acquisition, implement a culture change program that aligns with the City's values and strategic direction whilst fostering a positive employee experience.
- Coach leaders to build awareness of and capability to utilize the performance framework to drive greater accountability for delivering positive community outcomes across the council.
- Support the Lead Organisational Development and Talent Acquisition to implement a leadership development program to develop leaders at all levels to increase leader confidence and capability to lead, empower, develop and adapt team members to achieve better outcomes for our community.
- Coach leaders to use the Capability Framework for planning careers and developing their people so that we mobile and retain an internal talent marketplace.
- Integrate Diversity, Equity and Inclusion strategies and initiatives into organizational wide culture change programs to create equal opportunities for our people and those they serve.
- Undertake research to inform design, development and implementation of contemporary culture and capability programs and other People and Culture elated initiatives.

Corporate

- Collaborate with leaders on developing and implementing tailored action plans to support organisation-wide alignment of culture change programs based on unique business priorities and context.
- Facilitate workshops, awareness sessions and group coaching as required.
- Prepare and distribute materials, resources and tools via digital communication mediums to support leaders and their people to perform at their best.
- Coach leaders to enable them to:
 - Drive strategic results including having an adaptive mindset
 - Lead culture change
 - Improve employee engagement in their teams

- Lead and develop others to perform at their best and be accountable in their roles
 - Bring innovative thinking and practice to how we operate
 - Resolve performance management issues
 - Be a role model for ideal culture and behavioral change
- Plan, implement and monitor change projects to align our culture, people and organisational development activities to achieve our mission and strategic priorities.
 - Establish performance measures for key programs and monitoring progress against success criteria in line with stated intentions.
 - Operationalise an organisational wide Capability Framework and Plan to ensure appropriate capability requirements for individuals and teams are identified, prioritised, coordinated and delivered efficiently and effectively to achieve the City's mission and strategic objectives.
 - Collaborate with leaders at all levels to create and implement organisation-wide fit for purpose employee wellbeing strategies that will improve connectivity across the organisation and work collaboratively with the Work Health and Safety team to proactively improve the physical and mental health of our people/teams, and reduce workplace injuries.

Unit

- Support the Lead Organisational Development and Talent Acquisition with the implementation of an ambitious organisational wide transformation program.
- Work collaboratively with the People and Culture team to deliver a range of services and talent management solutions to our stakeholders including culture and learning and development activities, onboarding and induction, employee engagement, diversity and inclusion, change management and employee wellbeing including the streamlining of the People processes and procedures.

Leadership

- Influence leaders to enable them to drive the ideal organisational culture needed to achieve our mission as well as fulfill personal career ambitions.
- Challenge and support leaders to improve behaviour and practices that do not align to the

City's values and mission.

- Work with leaders to embed a consistent change methodology that is scalable and supported by internal change capability

Professional advice

- Provide advice to leaders on integration and operationalisation of the organisational values, behaviour standards and Employee Value Proposition (EVP) into all stages of the employee lifecycle.
- Support the Lead Organisational Development and Talent Acquisition and leaders with specialist advice and practical support with change management, culture alignment, learning and development and wellbeing portfolio.

Qualifications, licences and competencies

Essential

- Degree in Business or Commerce (Human Resource Management, Organisational Development, Organisational Psychology).
- Experience in leading programs of work.
- Current Registration to Work with Vulnerable People.
- Current Drivers Licence.

Desirable

- Experience in Diversity, Equity and Inclusion and/or wellness strategies.



Selection criteria

Knowledge and experience

1. Experience in the design and delivery of contemporary organisational development programs/strategies/activities.
2. Experience in coaching and leading a small team and the ability to nurture a collaborative and innovative culture to deliver quality outcomes.
3. Experience in project management and an ability to manage multiple time critical activities.
4. Experience in facilitation and evidence based coaching.
6. Ability to undertake research and analysis, write concise reports and recommendations and develop and implement policies and procedures.
7. Demonstrated ability to proactively solve operational problems and to resolve conflict.
8. Demonstrated ability to work collaboratively within a team environment.
9. Well-developed interpersonal skills, including the ability to build positive stakeholder relationships, and provide expert advice

Behavioural competencies

10. Actively demonstrates the expected behaviours to live our values as described in the Behavioural Competency Framework.



Behavioural Competency Framework

Our Values

People

Care about people – our community, customers and colleagues.

- Considers people in all things we do.
- Values individual differences and diversity.
- Guides, mentors and develops people.
- Tailors communication to specific audiences.
- Actively listens to others and encourages feedback.
- Communicate with others respectfully.

Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community.

- Supports equal and fair treatment for all.
- Is seen as a team player and finds common ground in a respectful way.
- Seeks and provides feedback to improve working relationships.
- Actively looks for opportunities to share knowledge and utilise strengths.
- Works cooperatively to achieve shared objectives.
- Recognises others for their contributions and accomplishments.
- Gains and demonstrates trust and support for others through actions.

Focus and Direction

Have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.

- Has a clear and specific understanding of what needs to be achieved.
- Actively participates in planning and provides feedback.
- Considers sustainable options.

Behavioural Competency Framework

Our Values

Creativity and Innovation

Embrace new approaches and continuously improve to achieve better outcomes for our community.

- Agile and continually looks for opportunities for Lean improvements.
- Stimulate passion and excitement to overcome problems.
- Follows ideas through to action, reflects and always seeks to do better.
- Demonstrates diverse thinking and embraces change.
- Encourages peers to do the same.

Accountability

Transparent in all our dealings, work to high ethical and professional standards and are accountable for delivering outcomes for our community.

- Follows through on commitments and encourages others do the same.
- Takes personal responsibility for own timely and quality activities.
- Designs feedback into work processes.
- Provides exceptional service to stakeholders and customers.

WORKING TOGETHER TO MAKE HOBART A BETTER PLACE FOR THE COMMUNITY

Behavioural Competency Framework

Operational

Safe working practices

Maintain a safe working environment.

- Works safely and looks out for others.
- Drives responsibly and considers other road users.

Policies and procedures

Comply at all times with policy and protocol requirements.

- Actively demonstrates compliance with the City's corporate policies.
- Provides support to others.
- Offers feedback on improvements or better practice.

Legislative framework

Works within legislative framework.

- Takes responsibility for their own learning of the legislative environment in which they work.
- Seeks guidance and clarification of any uncertainties before acting.
- Works within any delegations and authorities.

Risk management

Take a risk management approach.

- Actively adopts a proactive risk management approach.
- Fosters an environment where managing risk is accepted as the personal responsibility of each employee and encourages others to do the same.

Judgement

Identifies and acts on issues and develops quality solutions, setting high standards of decision making.

- Always role models our values.
- Demonstrates rigor to make effective and quality decisions.
- Stands up and acts when issues arise with a sound and level-headed approach.
- Keeps informed of activities and evolutions in the broader business.

Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – Low Risk
3. Evidence of vaccination against COVID-19 or hold an approved exemption from the City

Notes

11. Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
12. The employee is responsible for notifying any new criminal convictions during the course of their employment.
13. The Registration to Work with Vulnerable People Act 2013 requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014.

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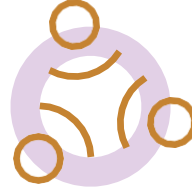
Proud of our capital city role

We rise to the call of being the island state capital. We are city shapers, amplifying our industry, commerce and small business communities by attracting investment and services to support them.



Focused on thriving

We are future proofed, not only doing our work well, but pursuing the work that makes a difference for our community.



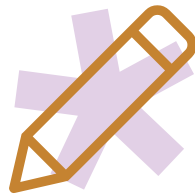
Community-centered

It is easy for all of our community to work with us and they are central in how we design and do our work.



Grounded in active governance + civic involvement.

We fulfil our legislative and civic responsibilities with transparency, accountability and fairness and we are equipped to do that well.



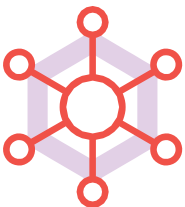
Creative + impactful

We deliver value for money and work creatively to ensure positive outcomes for all our stakeholders.



Leading from the heart

We acknowledge everyone is a leader. We are all accountable for building a positive, safe and caring culture for our organisation and the people in it.



Integrated + Collaborative

Making whole-of-organisation decisions is easy and we work as one team to successfully deliver for the community.



Scalable + Adaptable

We care for both our natural and built assets. We respond to our growing city and ongoing changes in our community and their expectations.

