

# Lead Organisational Development Talent Acquisition

## Role purpose

Develop and deliver a culture change strategy and a capability framework that aligns with the City's values and strategic direction. This change strategy introduces new ways of working to enable our people to realise the mission of working together to make Hobart a better place for the community. This role also has responsibility for leading a range of people programs to improve the overall employee experience

## Role overview

<b>EA and Classification</b>	Hobart City Council Enterprise Agreement 2021 Municipal Officer Level 5
<b>Position Description Number</b>	9877
<b>Number of direct reports</b>	2
<b>Responsible for total staff</b>	7
<b>Delegations and Authority</b>	Purchasing Card [check others]
<b>Budget level</b>	Nil
<b>Division, Unit, Team</b>	City Enablers Division, People & Culture Unit, People Enablement Team
<b>Immediate Manager</b>	Manager People & Culture (3167)



## Role accountabilities Key result areas

### Strategic

- In collaboration with the Manager People and Culture and our key internal stakeholders, develop and deliver a cultural change strategy that aligns with the City's values and strategic direction whilst fostering a positive employee experience.
- In collaboration with the Manager People and Culture, develop and implement an organisation wide performance framework to drive greater accountability for delivering positive community outcomes across the organisation.
- Develop and implement an organisational wide Capability Framework and Plan to ensure appropriate capability requirements for individuals and teams are identified, prioritised, and delivered efficiently and effectively to achieve the City's mission and strategic objectives.
- Create a capability framework for career pathways and implement integrated talent management practices to mobilise an internal talent marketplace.
- Develop leadership capabilities at all levels to increase leader confidence and capability to lead, empower, develop and adapt teams to achieve better outcomes for our community.
- Develop and implement strategies to increase Diversity, Equity and Inclusion within the organisation and create equal opportunities for our people and those they serve.
- In collaboration with the Manager People and Culture, design, develop and implement a talent and succession framework and embed a data driven assessment based approach.

### Corporate

- Collaborate with leaders on developing and implementing tailored action plans to support organisation-wide alignment of culture change strategies based on unique business unit priorities and context.
- Develop benchmarks for key indicators of organisational culture change and evaluate effectiveness of culture change strategies in transforming the way we work including periodic organisational culture diagnostics and surveys.



# Lead Organisational Development and Talent Acquisition



- 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; and
  - Be a role model for ideal culture and behavioural change
- Plan, implement and monitor change projects to align our culture, people and organisational development activities to achieve our mission and strategic priorities.
- Support the Manager People and Culture in the development a workforce plan and complimentary talent strategies that enable the right people to be in the right role at the right time.
- Collaborate with leaders at all levels to create and implement organisational 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

- As a member of the People and Culture Unit leadership team, direct, coach and empower a small team to transform the way we all work in order to deliver great stakeholder engagement and positive people outcomes.
- Support the Manager People and Culture and the Transformation Lead with the design and delivery of an ambitious organisational wide transformation program.
- Lead the day-to-day talent acquisition, culture and learning and development activities including onboarding and induction, employee engagement, diversity and inclusion and employee wellbeing including the streamlining of People processes and procedures.
- Work with the Talent team to develop and mature talent analytics and evaluate the impact of integrated talent management programs on the employee experience.



# Lead Organisational Development and Talent Acquisition



- Build and manage third party partnerships to enable the delivery of the People and Culture strategy and plan

## 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 with the City's values and mission.

## Professional advice

- Provide expert 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 Manager People and Culture, ELT and Leaders with specialist advice and practical support across the talent, learning and development, culture and wellbeing portfolio.
- Act as a trusted advisor for leaders to align efforts across the organisation needed to drive sustainable and scalable change.

## Qualifications, licences and competencies

### Essential

- Degree in Business or Commerce (Human Resource Management, Organisational Psychology, Organisational Design, Change Management).
- Significant experience in leading an Organisational Design function across a diverse workforce.
- Current Registration to Work with Vulnerable People.
- Current Drivers Licence.



## Desirable

- Postgraduate qualifications in a relevant discipline.
- Experience in facilitation and evidence based coaching.

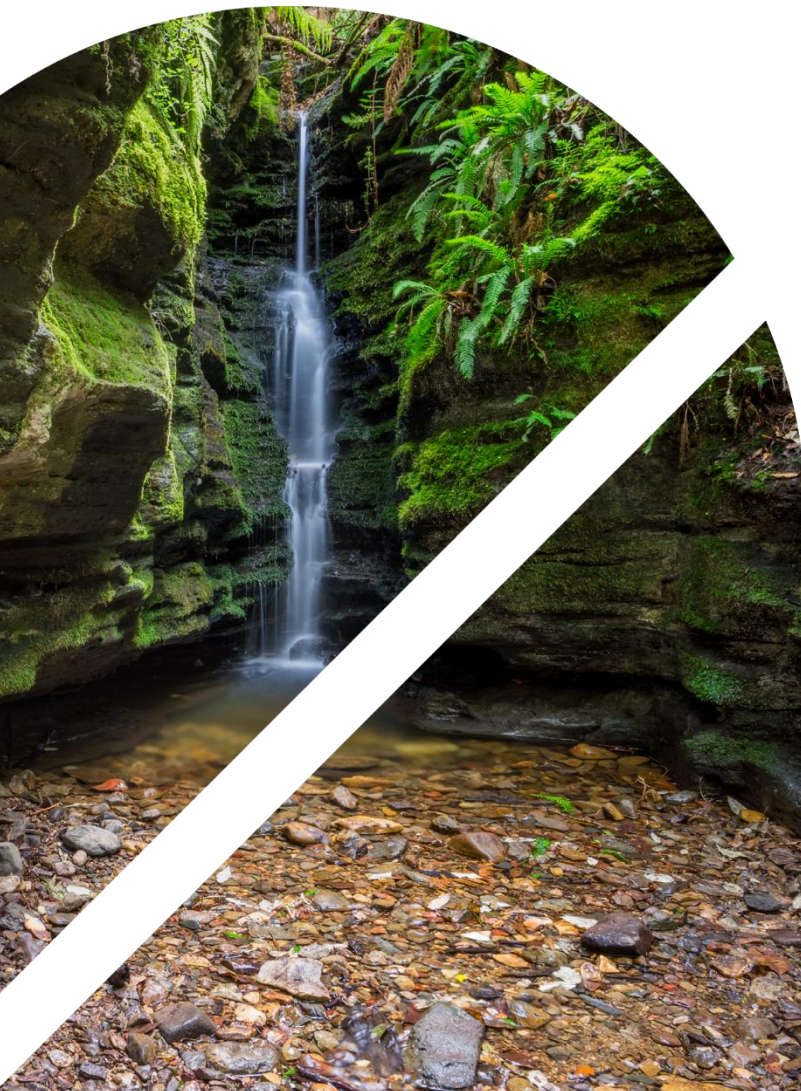
## Selection criteria

### Knowledge and experience

1. Significant experience in both the operational and strategic contexts of a complex organisation, of contemporary talent management and organisational development programs/strategies/activities.
2. Demonstrated ability to lead and coach a small team and support a collaborative, innovative, agile culture to deliver quality outcomes and manage multiple time critical activities simultaneously.
3. Demonstrated project management skills and evaluation coupled with experience in developing and delivering culture and capability and talent management frameworks, strategies, policies, plans and projects to align people and organisational goals.
4. Experience in designing, implementing and leveraging talent acquisition strategies and change management plans and projects.
6. Demonstrated ability to proactively solve complex policy and operational problems and to resolve conflict.
7. Exceptional interpersonal skills, including the ability to build deep stakeholder relationships, provide expert advice and clear verbal and written communications.

## Behavioural competencies

Actively demonstrates the expected behaviour in line with council values.



WORKING TOGETHER TO MAKE HOBART A BETTER PLACE FOR THE COMMUNITY



## 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.



## 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

- a) Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- b) The employee is responsible for notifying any new criminal convictions during the course of their employment.
- c) 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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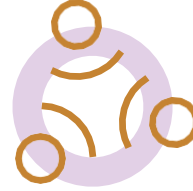
## Proud of our capital city role

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.



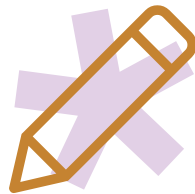
## Community-centered

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.



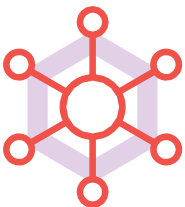
## Creative + impactful

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.

