

POSITION DESCRIPTION				
Position Title:	Manager Organisational Development		Position No:	2893
Directorate:	Organisational Services		Section:	Organisational Development
Unit:	Organisational Development		Sub Unit:	
Reports To:	Executive Manager Organisational Development and Culture		Directs Reports:	3
Indirect Reports:	3		Location:	Hervey Bay
Version No: May 2017	Evaluation Code: DC32	Status: Approved	By: EMPD	Next review: May 2018
<p style="text-align: center;">Position Objective</p> <p>To create and facilitate organisational development and learning activities that support strategic and cultural transformational change agendas of Council.</p> <p>To provide expert advice and play a leading role in the development of workplace development initiatives in the areas of Leadership, Culture and Talent Management within Council.</p>				<p style="text-align: center;">Our Values</p> <p>Team work Communication Accountability Honesty Respect</p>
Key Responsibilities and Indicators				
Key Result Areas	Key Accountabilities			Performance Indicators/Outputs
Management	<ul style="list-style-type: none"> ➤ Partner with business leaders to address specific developmental needs and provide action-oriented solutions. ➤ Oversee needs analysis, assess gaps, and provide solutions that address identified needs. ➤ Support Leadership programs, which may include developing and updating program materials; assisting with the re-design of current programs; and providing insights on best practices for coaching and feedback. ➤ Assist with the development and implementation of the People Development Operational Plan, Budget and Service Level Agreements. ➤ Provide management reports concerning all organisational development issues to support the executive decision making process. ➤ Coordinate the work of one or more project teams, consultants, contractors or suppliers to ensure the effective management of projects or initiatives such as performance management and appraisal, cultural change and engagement surveys (including all follow up activities) ➤ Manage the effective transition of developed products delivered by the project . 			<ul style="list-style-type: none"> ➤ Within the approved project budget
Organisational Development	<ul style="list-style-type: none"> ➤ Research, develop and implement initiatives, policies, guidelines and/or procedures that support the delivery of organisational objectives and add value to the productivity, effectiveness and efficiency of Council in the organisational development arena, not limited to organisational culture, leadership development, performance management, workforce planning and succession planning. 			<ul style="list-style-type: none"> ➤

	<ul style="list-style-type: none"> ➤ Undertake project work to identify, research, plan and deliver business alignment and improvements that support the strategic direction of the organisation, including but not limited to the Organisational Development Plan initiatives. ➤ Promote and foster momentum for culture change initiatives across all of Council to move towards Council's preferred culture. ➤ Act as the liaison between Units of Council in relation to culture change initiatives across all staff. ➤ Provide a high level of professional consultancy and service to customers in relation to organisational development and performance. ➤ Manage the delivery of approved organisational development programs ➤ Identify organisational needs through analysis and consultation with managers/client groups. ➤ Provide advice on the design and expand organisational development programs, based on organisational requirements and strategic direction ➤ Manage costs of planned programs within an agreed budget with a focus on also return on investment of program/initiative ➤ Evaluate and revise organisational development programs to continuously adapt to organisational changes ➤ Facilitation of organisational programs at a leadership level ➤ Keep abreast of best practice organisational development including researching new technologies and methodologies and presenting this research as appropriate. ➤ Survey the People Development client base to identify current perceptions of People Development services and make recommendations for improvements. ➤ Other organisational development project work and group facilitation opportunities as assigned 	
Human Resources	<ul style="list-style-type: none"> ➤ Undertake a variety of HR projects of varying complexity in accordance with the HR, Organisational Services and Council operational and strategic plans. ➤ Provide support and advice to the Executive Manager Organisational Culture and Development and HR team by researching HR and employment issues. ➤ Interpret and apply the terms of the awards, agreements, legislation, policies and procedures as required. ➤ Undertake position evaluations as required. 	<ul style="list-style-type: none"> ➤ Achieves deadlines and work is completed on time and to a high standard. ➤ Advice is relevant, timely and used.
Strategic HR	<ul style="list-style-type: none"> ➤ Contribute to strategic planning for Human Resources. ➤ Draft policies based on best practice on a broad range of HR matters that support strategic directions, ensuring that outcomes are implemented and communicated regularly to staff. ➤ Maintain a strong customer focus and create opportunities to network and collaborate with others. 	<ul style="list-style-type: none"> ➤ Some of the suggested strategies included in plans. ➤ Policies are produced in a timely manner and relate to strategy. ➤ Develops a strong

		network of contacts.
Work Health and Safety	➤ Adhere to relevant Work Health & Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan.	➤ 99% compliance with Monthly Action Plans.
Risk Management	➤ Read, understand and comply with conditions as set out in the Risk Management Policy and undertake all relevant risk management training.	➤ As per Council risk management KPIs. ➤
Records Management	➤ Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002.	➤ As per Council's record management policies and procedures.
Customer Service & Communication	➤ Provide a high level of customer service to internal and external customers.	➤ As per Council's Customer Service Standards management policy.
Sustainability Requirements	➤ Adhere to the Sustainable Fraser Coast Charter and Implementation Plan and understand that sustainability is a key element of Council's planning framework and is incorporated into all facets of decision making and policy development.	➤ As per Council's Sustainability Charter.
Code of Conduct and EEO	➤ Encourage and promote behaviour consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment.	➤ Any matters arising are dealt with in accordance with the appropriate Council policy and procedures.
Corporate Image	➤ Exemplify Council's corporate image of an enthusiastic, helpful, friendly, positive and motivated employee.	➤ Embrace and display these characteristics on a daily basis as per Corporate Image Communication Plan.
	➤ Other duties as directed.	➤ Tasks are undertaken in an efficient and timely manner.

Selection Criteria

1. Demonstrated experience in researching, designing and managing organisational development initiatives and programs, specifically in the fields of Leadership, Culture and Talent Management.
2. Demonstrated ability to negotiate, persuade and influence stakeholders at all levels of an organisation.
3. Sound knowledge and experience of human resource functions with a demonstrated ability to apply and interpret industrial awards and agreements, legislation and procedures, particularly as they relate to Local Government.
4. Excellent written, oral and interpersonal skills. Ability to produce policies, procedures and complex reports.
5. Highly organized with ability to manage multiple priorities in a fast-paced environment.
6. Excellent analytical, problem solving, and time-management skills.

Qualifications/Licences				
Mandatory	➤ Tertiary qualification in Human Resource Management, Organisational Development or equivalent.			
Desirable	➤ Significant HR/Organisational development and working experience with talent management, organisational design, performance management, organisational management and change management.			
Licences	➤ Class C Driver's Licence			
Mandatory Training				
	➤ Work Health and Safety ➤ Duty of Care ➤ Fire & Evacuation ➤ Code of Conduct ➤ Manual Handling Training ➤ Corporate Systems			
Organisational Context				
Key stakeholders	Budget		Delegations	
Council	Capital		Authority	
Executive	Operating		Authority	
Employees	Salary		Authority	
State Government			Assets	
Clients			Item	
Community			Item	
Conditions of Employment				
Status	Maximum fixed term (MFT)			
Award	Queensland Local Government Industry Award – State 2014			
Agreement	Fraser Coast Regional Council Certified Agreement 2015			
Classification Stream	General local government industry stream - Administrative group			
Classification	LGO Level 7 MFT / LGI Level 20			
Allowances				
Progression	Annual review – single step within level			
Work Pattern	FWA	Hours/Week	MFT	
O/T Payable	N/A			
Uniform	As per dress standard & corporate uniform management policy			
Other				
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I, _____, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature of Employee Date: ____/____/____