



## Healthy kids, healthy communities

Compassion

Excellence

Collaboration

Accountability

Equity

Respect

# Organisational Development Consultant

## Position details

Position Number:	00017975
Classification:	HSO Level G-8
Agreement:	Health Salaried Officers Agreement
Directorate:	CAHS People, Capability and Culture
Department:	Learning and Development
Location:	Perth Children's Hospital, QEII Site, Nedlands

## Reporting relationships

This position reports to:

00016673                      Director Learning Development and Capability    G-11

Positions under direct supervision:

Nil

## Key Responsibility

Consult and collaborate with internal and external stakeholders to design, develop, facilitate, implement and evaluate learning and organisational development strategies and interventions.

Be responsive to change and support continuous improvement, to enhance workforce capability to meet business outcomes and strategic objectives of the Child and Adolescent Health Service (CAHS).

## About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

### CAHS is made up of four service streams:

- **Neonatology:** Neonatology provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia.
- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

## Our vision

### Healthy kids, healthy communities

Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

## Our objectives



Care for children, young people and families



Provide high-value healthcare



Collaborate with our key support partners



Value and respect our people



Promote teaching, training and research

## Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:

### Compassion

I treat others with empathy and kindness

### Excellence

I take pride in what I do, strive to learn and ensure exceptional service every time

### Collaboration

I work together with others to learn and continuously improve our service

### Accountability

I take responsibility for my actions and do what I say I will

### Equity

I am inclusive, respect diversity and aim to overcome disadvantage

### Respect

I value others and treat others as I wish to be treated

## Summary of accountabilities

### 1. Service Delivery

- Design, develop, facilitate and evaluate (non-clinical) organisational development programs to focus on: leadership, coaching, mentoring, management fundamentals, communities of practice within leadership (to include alumni), professional development, and personal growth and wellbeing.
- Lead and collaborate with CAHS senior leadership, learning and development network, and consumer groups; to conduct the annual corporate learning and development needs analysis, and develop the annual corporate training program.
- Lead training and curriculum design by employing a range of strategies with adult learning principles, sound training principles, engagement models and learning frameworks.
- Develop the CAHS capability framework to incorporate and facilitate competency development and career pathways; as a foundation for talent management and succession planning programs.
- Develop and apply metrics for learning and organisational development programs.
- Undertake evaluation of learning and organisational development programs, using evidence-based methodologies.
- Undertake appropriate continuing professional development and maintain an awareness of contemporary adult learning.

### 2. Stakeholder Relationships

- Establish and maintain effective networks and working relationships across the WA health service, to ensure collaboration in program development, application and implementation.
- Adopt an interagency approach, to the delivery of learning and organisational initiatives; through consulting and liaising with non-government and other government organisations; developing, formalising and maintaining strategic partnerships.
- Develop strong working relationships with other health and government agencies, community organisations, training providers, and representatives of diversity interest groups.

### 3. CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct; the CAHS Vision and Values; and CAHS commitment to protecting children and promoting their safety.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and

Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.

- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Occupational Safety and Health Act (WA) 1984*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.

## Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

### Essential selection criteria

1. Demonstrated considerable knowledge of and extensive experience in a range of contemporary learning and organisational development programs, delivery modes, and their application in the workplace.
2. Demonstrated ability to identify training needs; build capability frameworks; and develop, implement, manage and evaluate organisational development programs.
3. Demonstrated understanding and application of contemporary training development theory and practice including ability to apply current Adult Learning Principles and practices in program development, implementation and evaluation.
4. Demonstrated experience project management with well-developed organisational skills and ability to plan and deliver within timeframes
5. Highly developed relationship management, communication, facilitation, presentation and consultation skills.

### Desirable selection criteria

1. Certificate IV in Training and Assessment or equivalent
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment to this position is subject to the following:

- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.

## Certification

Created on	Last Reviewed	HSS Registered
24/03/2022	25/03/2022	25/03/2022

I verify that the details in this document are an accurate reflection of the requirements of the position.

Manager / Supervisor	Signature or HE Number	Date

As an Occupant of this position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or HE Number	Date