

Job Description Form

Manager, Organisational Development - Level 8 (DPC21004)

24 February 2023

Division/Directorate

State Services/ People Services

Branch/Section

Organisational Development

Reports to

Director, People Services

Supervises

5 to 10

Operational Context:

The Organisation Development branch provides the following functions to the Department: Coordinating Workforce Development Programs, Health and Wellbeing, Equity and Diversity, Training and Professional Development, Graduate and Traineeship Programs, Performance Development, Occupational Safety and Health including First Aid.

Role Overview:

This role directs and manages the Department's Organisational Development function and leads departmental strategic organisational development initiatives and manages the organisational development environment.

Role Responsibilities:**Strategic**

- Contributes to the development of Departmental strategic plans and develops and maintains the strategic workforce plan and complimentary operational, resource management and training and development components.
- Delivers strategic workforce initiatives that align with the 'People and Capability' elements of the Department's Strategic Plan
- Provides strategic HR advice and support to management and to the Department's business units to facilitate the delivery of the Department's outcomes
- Represents the Department at external forums as required.

Management

- Leads and manages the Organisational Development function to ensure that the Department receives high quality services. Identifies and promotes opportunities for improvement in the level of service provided and the business processes utilised.
- Ensures that managers are provided with reliable and timely human resource information to facilitate decision making.
- Provides guidance, coaches and mentors staff, and fosters their continuous professional development through participation in appropriate educational activities while ensuring that the Department's performance management process is implemented and utilised.
- Ensures Departmental compliance with Government and legislative requirements including the Public Sector Management Act 1994, the Financial Management Act 2006 and Public Sector Standards in Human Resource Management.
- Participates as a member of the People Services management team in the formulation, implementation and review of policies, strategies and program deliverables.

Financial Management

- Develops the branch budget and provides estimates for shared service expenditures for inclusion in service area budgets. Monitors financial performance against targets.

- Provides advice to managers and assesses and makes recommendations on proposals for the purchase of additional services.

Corporate Responsibilities:

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the *Work Health and Safety Act 2020*.

Role Specific Requirements and Capabilities

(The experience, qualifications and behaviours required to fulfil the role)

Shapes and Manages Strategy

Understands the organisation's objectives and links between the business unit, organisation and the whole of Government agenda. Considers the ramifications of a wide range of issues, anticipates priorities and develops long-term plans for own work area.

Achieves Results

Establishes clear plans and timeframes for project implementation and outlines specific activities. Responds in a positive and flexible manner to change and uncertainty Shares information with others and assists them to adapt.

Builds Productive Relationships

Builds and sustains relationships with a network of key people internally and externally. Recognises shared agendas and works toward mutually beneficial outcomes. Anticipates and is responsive to internal and external client needs.

Exemplifies Personal Integrity and Self Awareness

Adopts a principled approach and adheres to the public sector values and Code of Conduct. Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in public and internal forums.

Communicates and Influences Effectively

Confidently presents messages in a clear, concise and articulate manner. Translates information for others, focusing on key points and using appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.

Pre-Employment Requirements

To be eligible for permanent appointment to the Department, employees must be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments require a valid work visa for the duration of the entire employment contract.

Appointment is subject to:

- 100-point identification check; and
- Criminal Records Screening Clearance

Certification

Director Signature:

People Services:

Date:

Date: