

POSITION DESCRIPTION

Organisational Development Business Partner

Position number		PP013
Directorate		CEO Office
Service unit		People & Culture
Classification		Band 6 (Moorabool Shire Council Enterprise Agreement No 10, 2023)
Organisational relationships	Reports to	Organisational Change & Capability Lead
	Directly supervises	Not applicable
	Internal relationships	<i>Executive, Managers, Coordinators, Team Leaders, all staff</i>
	External relationships	<i>Industry Bodies, Consultants, Training Providers, other Councils</i>
Probation period		6 months (applies to all new employees)
Approved by (position title)		Executive Manager People & Culture
Date		29 August 2024
Position purpose		The Organisational Development Business Partner works across assigned directorates and business units as a trusted business partner, supporting the design and implementation of whole-of-organisation frameworks, programs and projects that support the key focus areas of the People Strategy. The role works to ensure the Organisational Development units strategies and deliverables drive employee engagement, build our culture and ensure organisational capability to develop a sustainable high performing workforce.

Key responsibilities and duties

Organisational Development

- Work with people leaders and staff across assigned directorates and business units to support and drive engagement, participation, and understanding of OD programs, providing best practice advice and guidance.
- Partner with internal People & Culture teams and business stakeholders to deliver OD outcomes.
- Support the development and review of the People Strategy and the associated workplan.
- Support, design, and project manage key deliverables and projects from the People Strategy,

- Design and facilitate various OD culture and engagement forums, workshops and training.
- Coordinate the annual performance review framework, liaising with the Workplace Relations team to ensure they have the knowledge and capability to embed the operational process within their service units.
- Support change programs associated with the implementation of organisational development initiatives.
- Coordinate Councils Engagement Strategy, including maintenance of the employee engagement system, survey design and guidance, and data analytics.
- Support the development of organisational and team action plans within assigned directorates and business units.
- Evaluate the effectiveness of organisational development programs to help target and connect insights and outcomes for continuous delivery.
- Collaborate with the L&D Project Officer the design and delivery of the annual learning and development calendar, including conducting training needs analysis
- Coordinate and deliver OD reporting for working groups, MMT and the Executive Group.

Service Planning, Business Planning and Corporate Reporting

- Project manage the implementation of service planning activities across directorates, ensuring all service units complete service plans in accordance with the Service Planning Roadmap.
- Facilitate the review of the Service Planning Roadmap on an annual basis; and support the development of a new roadmap on a 4-year cycle.
- Ensure the development of service plans are undertaken with a strong evidence base and informed by environmental scans, community expectations, customer feedback and engagement.
- Facilitate the annual Business Planning Process, ensuring key timelines are adhered to, and support services units to ensure Business Plans are aligned to key actions included in the Council Plan.
- Support the integration of business planning actions into CAMMS Strategy and maintain the link between business planning and the performance review process.
- Oversee the production of regular reports to ensure satisfactory progress and compliance is achieved in relation to Council Plan actions, the Service Planning Roadmap and Business Planning process.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.

- Participate as directed in training and education to maintain compliance and an up date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
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Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence 	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	Always
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	Often
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management 	Always
Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	Occasionally
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	Occasionally
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development •Inspirational 	Always

Classification definitions

Accountability and extent of authority	<ul style="list-style-type: none"> • The role is accountable for the quality, effectiveness and timeliness of own work, governed by clear objectives of the programs, projects or work plans under its control ensuring accuracy in procurement processes, financial delegations and relevant budgets • The role contributes to the overall performance of the Organisational Development Unit. • Personal judgement is required in determining day-to-day priorities and methods. • The role provides specialist advice to staff and management in relation to the People Strategy and resulting frameworks, programs and projects.
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<p>Judgement and decision making</p>	<ul style="list-style-type: none"> • The role operates according to the People Strategy and Workplan, and involves developing frameworks, programs and projects. • The nature of the work is specialised in OD or business improvement, with methods, procedures, or processes. • The role uses past experience or precedent to support problem solving, or determining how to proceed in new situations, with guidance and advice usually available from the Organisational Change and Capability Lead or other people leaders.
<p>Specialist skills and knowledge</p>	<ul style="list-style-type: none"> • The role is able to apply OD or business improvement theory or practices to develop actions for new frameworks, programs or projects. • Analytical and investigative skills are required when supporting or undertaking the development of framework, programs or projects. • The role is familiar with Council Plan and the long-term goals of the organisation, and those of the People Strategy, and how they contribute to their achievement. • Intermediate level skills in the use of MS Office Products.
<p>Management skills</p>	<ul style="list-style-type: none"> • The role requires the ability to manage time, set priorities, and plan and organise one's own work and that of others involved in the outcomes of frameworks, programs or projects, to achieve the outcomes of the People Strategy. • The role has an understanding of, and ability to apply relevant policies and practices to their work, and contribute to the development of the People Strategy and Workplan, and other long term strategies.
<p>Interpersonal skills</p>	<ul style="list-style-type: none"> • Ability to build professional relationships with, and gain cooperation and assistance from internal and external stakeholders to achieve the objectives of the People Strategy. • Well-developed verbal and written skills. • Communicate and work effectively as part of the Organisational Development Unit.

Qualifications, skills and experience

Qualifications

- Tertiary qualifical in Organisational Development, Human Resources, Business Improvement or other similar or relevant qualifications, or demonstrated experience in the area of organisational development.

Skills and experience

- Previous experience in an Organisational Development role.
- Experience in developing and delivering OD projects, implementing improvement initiatives, or change management programs; influencing, building and sustaining relationships in order to achieve results.
- Knowledge of engagement, performance, talent, leadership and people capability frameworks.
- Demonstrated experience in the development and facilitation of engagement or education workshops

- Demonstrated experience developing systems and processes which reflect practices in continuous improvement
- Established stakeholder engagement skills and a commitment to delivering a high standard of customer service
- Demonstrate accountability with the ability to work under pressure to ensure timely, quality outcomes.

Licences and registrations

- A current Victorian Driver's licence is required for this role.

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Close inspection work				✓
Driving vehicles			✓	
Using a keyboard	✓			
Writing by hand		✓		
Transcribing from hard copy			✓	
Handling difficult customers onsite			✓	
Other _____				

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.