

Position Title	Executive Manager Organisational Development
Position Number	1003
Division	Organisational Development
Salary Level	\$130,000 per annum (plus super) Market Rate
Reports to	General Manager
Principal Relationships	Executive Team Governance Human Resources Work Health and Safety Risk and Audit

Position Objectives

To provide executive leadership and direction to the Organisational Development Department, and to plan and manage allocated resources effectively and efficiently in the delivery of high-quality services in line with Council's strategies, objectives and plans.

Reporting directly to the General Manager, the role of Executive Manager Organisational Development is responsible for building and driving Council's workforce strategy, guiding the General Manager and Executive Management Team to provide expert coaching, advice and solutions that support the development of an organisational culture that result in improved business performance.

The Executive Manager Organisational Development will manage a team of professionals responsible for the delivery of business partnering and employment relations, workforce development, EEO management plan, succession planning, learning and development, health and safety, risk and audit functions.

The role is also responsible for developing, monitoring and implementing Council's governance functions including policy development, corporate plans and guiding Council's advisory committees.

Key Accountabilities

Overall organisational development

1. Provide effective leadership and management of the Staff and resources of the Organisational Development team to ensure delivery of its functions in a cost effective manner that achieves the outcomes prescribed in the Strategic and Operational plans of Council whilst meeting required standards and complying with all legislative requirements.
2. Guide and Coordinate the development of Council's Strategic Plan and related documents, including the Annual Report.
3. Prepare Council business reports, policies and other documentations that require Council decision making, and attend Council meetings to deliver such reports.
4. Development of learning and development program for Council staff.

5. Development, review and implementation of the Workforce Management Plan, as part of the IP&R suite of strategic documents, ensuring that the Plan is appropriately integrated with the other strategic IP&R components.
6. Develop and maintain an efficient and effective team capable of delivering levels of service as determined by Council and set out in its strategic, delivery and operational plans.
7. Provide professional advice and assistance to the General Manager and the executive team to ensure accurate and timely decision making on Organisational Development and Human Resources/Industrial Relations matters.
8. Exercise all delegated functions, duties and responsibilities and implement without delay any decisions and/or directives made by the General Manager requiring action by the Organisational Development team.
9. Develop and implement programs which sustain high levels of employee engagement.
10. Employee relations management including systems and process design.
11. Oversee the building and promotion of a culture which encourages initiative and emphasises the value of continuous improvement.
12. Develop and monitor budgets to deliver quality organisational development outcomes.
13. Engagement in high-level critical analysis of a wide range of complex information and formulate effective responses to organisational strategic and operational issues.
14. Application of lateral thinking and the development of innovative solutions that have long standing organisation wide impact.

Human Resource Management

1. Strong business acumen and an excellent knowledge of contemporary organisational development and human resource practices.
2. Expert knowledge of the Fair Work legislation, with ability to interpret Enterprise Agreements, provide industrial relations advice, current trends and industrial practice as currently applied with respect to local government.
3. Provide experienced and quality leadership in organisational development, human resource and change management.
4. Ensure that all Council Policies, systems and management directives are fully understood and adhered to by Staff and that all changes are communicated to Staff.
5. Ensure that all new Staff are appropriately inducted into the organization.
6. Ensuring staff learning and development and implementation of the same are identified and acted upon.
7. Encourage an organisation that develop effective work teams with clearly defined structures, work objectives and outcomes, including:
 - a. Organisational capability,
 - b. Regular briefings of teams on plans, objectives and achievements.
 - c. Regular performance and development interviews for all Staff.
 - d. Appropriate and timely handling of all grievances and disciplinary cases.
 - e. Promoting ownership and pride in the organisation through training, delegation, recognition, fairness and education of Councils' organisational principles.
 - f. Attraction, selection, recruitment and retention of quality Staff.
 - g. Workforce and succession planning.
8. Maintain accurate, detailed and up to date positions descriptions and personal annual objective statements for each employee.
9. Coordinate and guide the completion of annual performance reviews for all Staff in a timely manner and in accordance with organisational requirements.

10. Ensure that each supervisor of Staff comply with Council's Staff performance methodology and practice, management directives, statutory and industrial requirements.
11. Ensure effective staff selection and recruitment based on merit selection that meets departmental and organisational needs and requirements.
12. Make recommendations to the General Manager on Staffing requirements and appointments.

Compliance and Work Health and Safety

1. Comply with Councils' Code of Conduct, WHS management system and all relevant policies and procedures.
2. Continue to implement, monitor and review risk management programs and procedures of specific relevance to the department.
3. Create a climate which encourages and supports openness, persistence and genuine debate around critical issues.
4. Seek out and facilitate opportunities to engage and collaborate with stakeholders to develop Work health and safety solutions.
5. Ensure the effective dissemination of information relevant to the achievement of the Council's WHS objectives across the organization.
6. Ensure near misses, incidents or accidents are investigated and appropriate reports are submitted to Workers Compensation and/or Council's insurers, if required.
7. Actively discourage all forms of discrimination and harassment.
8. Ensure attendance at monthly WHS meetings, including preparation of agenda, reports and minute taking.

Risk and Internal Audit

1. Develop and maintain appropriate departmental risk policies and management directives within legislative and other policy requirements that enable the achievement of Council's Internal Audit objectives.
2. Provide appropriate representation and responses to internal and external auditors and participate in Council's Audit Committee meetings, including preparation of agendas, reports and minutes.
3. Support the development, implementation and operation of Council's risk management framework and systems through adherence to policy, procedures, directives and proactive participation in the identification, reporting and action in relation to risks as required.
4. Ensure that insurable risks relevant to Council's operations are insured against to an optimal net cost position within Council's tolerance for risk. Prepare annual insurance renewals documentation in accordance with JLT and Statewide Mutual framework. Report all insurance claims to Council's insurers within the prescribed the frame, follow up and investigate where necessary. Manage end to end claims management process.
5. Operate in accordance with internal control systems and practices to ensure Council appropriately manages risks and maximises utilisation of resources.
6. Develop, maintain and implement Council's business continuity plan to ensure continued delivery of services to the community; to meet established standards in accordance with the Community Strategic Plan, Delivery and Operational Plans and any other objectives set by Council.
7. Ensure that the Department's strategies, plans, directives and operations are congruent and integrated with those of Council.

8. Ensure the Department's provision of information to customers and stakeholders complies with all statutory and corporate requirements.
9. Knowledge and understanding of the Local Government Act 1993 (NSW) (NI) and Regulations.

Competencies

- Demonstrated success in leading the delivery of all facets of Human Resource functions in a complex and diverse organisation
- Demonstrated experience in the development of innovative and continuous improvement solutions, risk management and management of insurance policies
- Demonstrated high quality management and control of Staff, budgets, work programs and major human resource related projects
- Self-starter who is able to collaborate, be influential and achieve results with a broad spectrum of employees
- Demonstrated knowledge of Governance frameworks, corporate planning and services
- Display a customer focused attitude both internally and externally
- Proven ability to provide clear and concise written and verbal communications
- Proven experience in working with unions to achieve positive outcomes.
- Deliver high quality service and seek ways to improve work processes
- Co-operate with managers and/or employees to assist in enhancing team morale
- Ability to demonstrate and maintain high level of integrity and confidentiality
- Demonstrate an understanding of Council Work Health and Safety policies and procedures and confirm to all WHS requirements of the position.

Qualifications/Experience

- Bachelor Degree qualifications in Human Resource Management and at least 3 years experience in a similar executive level role in a large organisation or Local Government.

OR

- Bachelor Degree qualifications in local government, law, business administration and at least 5 years experience in a similar executive role in a large organisation or Local Government.

Desirable

- Post Graduate certificate/diploma in a related discipline such as Organizational Development, Industrial Relations, Contract and Administrative Law, or equivalent is desirable.
- Previous experience in Local Government and knowledge of the capability framework.

Acknowledgement

This position description and associated information is not to be considered as a comprehensive, complete and /or exhaustive list of responsibilities and accountabilities, it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at Norfolk Island Regional Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes

Date Authorised

April 2019