

POSITION DESCRIPTION

Job title:	Organisational Development Specialist	
Program/Service:	People, Culture & Change	
Location:	Coolangatta	
Award:	SCHADS Level 7	
Reports to:	Director People, Culture & Change	
Direct reports:	Nil	
Financial delegation:	Nil	
Purpose		
Implement the Organisational management capability build, aimed at building internal people management and leadership capability. Work with the Director People, Culture and Change on organisational development processes such as change management, succession planning, management and leadership development.		
Our Values		
<p>Trust & Respect – we act with integrity and treat people with courtesy and kindness</p> <p>Wellbeing – we connect, we give, we learn, we care and take notice</p> <p>Innovation – we share and foster ideas across the organisation</p> <p>Working Well Together – we work cohesively towards a common goal, creating a positive working environment</p> <p>Being Gracious – we really listen and be polite in our dealings with each other</p>		
Key results area (KRA)	Accountabilities	Estimated % of time spent on KRA
Management & Leadership capability build	<ul style="list-style-type: none"> Design and implementation of a learning program that builds leadership capability across the organisation. Facilitate the program, delivering a high quality learning experience for all levels of management. Develop and implement an Emerging Leaders program to support talent management and succession planning processes. Evaluate program using participant feedback and revise as needed 	70%
Organisational learning and Development	<ul style="list-style-type: none"> Provide high level advice, support and expertise to managers and employees on a range of HR activities to identify, prioritise and build organisational capabilities, behaviours, structures, processes and future workforce plans to meet Momentum strategy and operational plans Conduct regular training needs analysis with Managers. Contribute to the development of the annual training and education budget and assist in monitoring and reporting on training budget expenditure. In collaboration with the subject matter experts, manage the ongoing development and review of the Learning Pathways Program including mandatory education programs ensuring compliance is achieved for all employees, volunteers and relevant contractors. Coordinate all learning and development projects as required. Ensure training needs are met through the design and delivery of internal and/or sourcing of external training as appropriate 	25%

	<ul style="list-style-type: none"> Coach and support managers to identify development opportunities for employees to ensure that knowledge is updated, awareness increased and employment compliance is upheld throughout the organisation Provide timely training completion reports to managers. 	
Projects	<ul style="list-style-type: none"> Perform special projects as directed by the Director People, Culture and Change. 	5%
General responsibilities	<ul style="list-style-type: none"> Understand the aims and objectives of Momentum Collective and the relevant work division/s. Demonstrated commitment to working within the Momentum Collective Workplace Values. Responsibility of this position ensures that the highest quality of respect to clients is maintained at all times (refer to Confidentiality and Code of Conduct Agreement). Read and carry out actions from all relevant internal communications. Attend relevant meetings and approved staff development activities as appropriate to this position. Participate in an annual performance review and plan and seek formal supervision if required. Follow all reasonable direction from supervisors. 	continual
Team collaboration	<ul style="list-style-type: none"> Assist in the development of risk and quality management policies and procedures, including the necessary documentation relevant to the service. Manage effective and professional boundaries and manage effective and professional relationships with all employees of Momentum Collective Proactively identify opportunities for continuous improvement. Perform as a role model for clients and staff in terms of attitude, behaviour and professional aptitude. 	continual
Health and Safety	<ul style="list-style-type: none"> Take reasonable care for your own health and safety and take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons. Comply with any reasonable instruction given by the person conducting a business or undertaking that allows that person to comply with the WHS Act 2011 and WHS Regulation 2011. Cooperate with any reasonable policy or procedure of the business or undertaking that relates to work health and safety that you have been notified of. Be thoroughly familiar with all procedures relating to health and safety that are provided and in place pertaining to your role. Participate in any information, instruction, supervision and/or training programs for WHS as directed within agreed timeframes. 	continual
Relationships		
Internal		
<ul style="list-style-type: none"> Momentum Collective employees across all divisions 		
External		

<ul style="list-style-type: none"> Other service providers 		
Person specifications		
	<i>Critical</i>	<i>Desirable</i>
Qualifications and Credentials	<ul style="list-style-type: none"> Tertiary qualifications in Organisational Psychology, Human Resource Management, Business, Education (or similar) Certificate IV in Workplace Training and Assessment 	
Experience	<ul style="list-style-type: none"> Minimum 3 years in L&D/OD Previous experience in Design and Facilitation of Management or Leadership Programs Strong customer service and stakeholder management skills Strong organizational and process management skills 	<ul style="list-style-type: none"> Project management experience experience designing & authoring eLearning
Specific skills	<ul style="list-style-type: none"> Advanced Microsoft Office skills 	
Key performance indicators		
<p>Performance will be reviewed based on expectations and specific indicators agreed upon with your Manager. These indicators will include matters critical to the success of Momentum Collective such as:</p> <ul style="list-style-type: none"> Achievement of individual results Achievement of team results Completion of individual training and development Assessment of performance 		
Acceptance of responsibilities		
<p>I have read the requirements and responsibilities outlined in this position description, Momentum Collective's Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.</p> <p>I accept my performance will be measured through the agreed objectives and key performance indicators set with my manager each year and reviewed in accordance with Momentum Collective's performance management policies, guidelines and processes.</p> <p>I acknowledge that this appointment requires a satisfactory Police check on commencement and at any time during employment on request.</p> <p>Employee</p> <p>Signature</p> <p>Date</p>		



Important note: This position description serves as a guide to the scope and range of activities that may be required of the incumbent and may change at any time according to the needs and priorities of Momentum Collective.