

Organisational Development Adviser

Position title	Organisational Development Adviser	Location	National
Position number	HR13	Classification	P3
Business unit	Corporate Services	Employment type	Ongoing
Reports to	Manager, People and Culture	Date of approval	30 October 2024

Primary purpose of the role

The position of Organisational Development Adviser is responsible for enabling People and Culture (P&C) initiatives in the delivery of our people strategy. The position works to provide advice and services that align to and support the work plans and organisational objectives at both the strategic and operational levels.

The position will be providing advice to internal stakeholders on change and organisational development (OD) initiatives to successfully implement and accelerate the delivery of key learning and career development outcomes as part of our people strategy. The incumbent will work on wide range of initiatives related to development planning, succession and talent development, leadership development, team building, our values and engagement strategies. The position further acts as a change agent in delivering learning and career development related needs of the leaders and their teams.

Key accountabilities

1. Partner with key stakeholders and lead the development, implementation and continuous improvement of OD strategies, ensuring alignment with the ACARA strategic plan.
2. Build and support individual, team and organisational capability, and drive cultural change to increase employee performance and engagement.
3. Be a trusted adviser and expert to leaders across ACARA and the P&C team about ACARA values, learning initiatives, developing the organisational culture and capability improvement.
4. Analyse problems, identify underlying causes and recommend solutions as fit for purpose initiatives that supports and aligns to the people strategy, including undertaking the evaluation of programs implemented.
5. Develop and maintain internal and external stakeholder relationships to drive collaboration, informing the workforce of OD program offerings and practices, and the identification and implementation of leadership and learning outcomes.
6. Facilitate and/or deliver training to ACARA's leadership, the broader workforce including the new employee induction program.
7. Embrace and promote human centred design, acting where appropriate as a coach for the business on related change initiatives, including but not limited to building digital capabilities.
8. Ensure First Nations cultural competency training is undertaken for ACARA's leadership, and the broader workforce to improve the cultural safety of First Nations employees and contractors.
9. Review and inform updates to policies, procedures and guidelines documents related to the organisational development function.
10. Partner with the People and Culture Business Partner in the execution of initiatives and identification of client needs.

Capabilities

Core capabilities are those for which an employee needs immediate competence in order to effectively perform in their role. Other capabilities are expected to be developed during the course of engagement.

The table attached (final page) provides core capability statements that are indicative of the position.

Who	Why
Internal	
Executive and managers (all leaders)	Provide training and coaching to leaders, and to partner with the business for advice and services related to training, career development and learning outcomes.
Employees and the broader ACARA workforce	Support with related people strategy program initiatives, new employee induction, promoting ACARA's values, and the effective utilisation of the Talent Hub and e-learning solutions.
External	
Commonwealth government agencies, including the APS Commission	For facilitated support of ACARA's training, learning outcomes and capability development initiatives.
Education Departments, and the broader education sector	Enhance external stakeholder relations and establish links with the APS Academy and related, and education sector.
Learning, training and assessment organisations	Engage with vendors for learning solutions and support the management of contract or subscription outcomes.

Role dimensions

Number of direct and indirect reports	Nil
Financial and P&C delegations	Refer delegations of authority

Knowledge, skills and experience

1. Tertiary qualifications (preferred) in organisational development or organisational psychology, human resources or a related field.
2. Proven experience in an HR or related learning and/or organisational development role within a small medium organisation, meeting our leader's needs, while nurturing the employee experience.
3. Strong skills in the ability to diagnose organisational development issues (particularly related to values, capability and performance) and recommend, deliver improvement initiatives or change strategies, at an individual, team and organisational level.
4. High level consultancy and advisory skills to manage and influence relationships and apply change management practices with key internal stakeholders.
5. Strong communication and relationship building skills, with the ability to work (when required) in a complex environment with competing priorities and deadlines.

Executive Director approval

Name	Thomas Begeng	Position	Executive Director, Corporate Services
Signature	DocuSigned by: <i>Thomas Begeng</i> FF8A141173B3487...	Date	31 October 2024 11:56 AEDT

Capabilities for the position

Behavioural indicators provide examples of behaviour that might be indicative of the capability; however, these indicators are neither exhaustive nor prescriptive. The table below is not exhaustive and refers to the ACARA Capability Framework, which contains further behaviour examples.

Core capabilities	Capability statement	Level
Effective communication	Written and verbal communication is appropriate to purpose, medium, audience and context. Employees are able to have clear conversations that are critical to individual and team effectiveness. Active listening and the ability to check shared understanding are developed as is the capacity to exercise influence and persuasiveness for positive outcomes.	D
Professional development	Strengthen individual and collective capability through formal and informal learning and development opportunities. Staff and managers collaborate in growing professional, technical and personal knowledge and skills, enhancing individual career progression as well as strengthening organisational capability and capacity. The combined intellectual and social capital and skills inventory of staff is a key contributor to the value that ACARA delivers to its many stakeholders.	D
Stakeholder management	Develop and manage internal and external relationships to improve positive outcomes for ACARA in an environment of inclusiveness and diversity. Build and strengthen relationships, understanding and respecting the context in which relationships exist. Develop trust, sincerity, transparency, collaboration, and realism in a sensitive and confidential operating environment.	D
Problem-solving and critical thinking	Problems and issues are analysed critically and addressed in a creative way, ensuring ACARA's exposure to risk is mitigated. Useful ideas and solutions are channelled into continuous improvement. Creative and critical thinking are essential given the pioneering nature of the work and the fluid expectations of the stakeholder community.	D