



POSITION DESCRIPTION

Organisational Development Advisor

Reports to: Senior Manager, HR Services

Department: HR Services

Classification: PACCT 5

Location: Mildura

Primary objectives

- Support workforce planning and development processes with robust data collection and evaluation processes.
- Source and coordinate professional development programs and activities outside of the education delivery space.
- Oversee wellbeing programming for SuniTAFE

Position summary

In collaboration with the Senior Manager, HR Services, the Organisational Development Advisor implements and supports building the capability of SuniTAFE staff members to meet organisational strategic goals and objectives. In addition, the role works closely with other HR Services team members, SuniTAFE staff and managers to implement initiatives to enhance wellbeing, values and positive culture.

Key responsibilities

- Plan, organise and execute employee engagement activities with support from the Marketing team when available.
- Implement the staff engagement strategy monitoring and evaluating as appropriate.
- Continuously improve, implement and evaluate staff onboarding program.
- Liaise with HR Advisor staff on probation progression and provide support if required.
- Develop proposals for stimulating leadership and staff development programs and the development and implementation of leadership capability and succession planning.
- Coordinate and implement a strategic approach to workforce planning and development with robust data collection and evaluation processes.
- Create and maintain training matrix for SuniTAFE including development of an annual plan for compliance training refresher units

- Manage and monitor staff professional development activities including all administrative functions including training applications, requisitions and registrations, budgetary arrangements, staff participant and event records, statistics and reporting related administrative aspects.
- Work closely with Education Development Services team to support teacher induction and teacher learning conference.
- Plan, communicate and implement the People Matters Survey across the organisation including the results and future continuous improvement planning.
- Analyse staff exit feedback and making suggestions for improvement
- Conduct staff pulse surveys and report and provide suggestions for acting on feedback.
- In concert with WHS team assist with the organisation of Health and Wellbeing activities.
- Organise the biannual hearing and vision testing.
- Organise service certificates for staff recognition at All Staff forums.
- Coordinate staff member of the month/year recognition program
- Act as the key contact with the Employee Assistance Program provider (Lifeworks) ensuring visibility of the program to staff.
- Maintain Institute Family Violence Contact Officer and Contact Officer program ensuring regular training and adequate number of contact officers are maintained.
- Create, implement and maintain Gender Equality related initiatives and projects.
- Provide support to the Senior Manager, HR Services
- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute's annual Workplan and Performance Review process.
- Participate in all team-based activities and meetings within the Business Unit, and attend divisional and other meetings as required.
- Complies with OH&S and EEO legislation;
- Maintain awareness and comply with the Victorian Government's Child Safe Standards.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.
- Actively promotes and encourages a service culture within the team.
- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Actively prevent fraud and corruption.

Knowledge, skills and abilities

- Relevant degree or diploma in Organisational Development, Human Resources, Psychology or Business with some relevant work experience.
- Understanding of learning and development strategies.
- Understanding of workforce development strategies.
- Experience in facilitating two way communication with staff including pulse surveys, creating forums and focus groups.
- Experience of conducting and analysing effective qualitative and quantitative research using data to improve the effectiveness of internal engagement activities.
- Experience facilitating events to meet corporate and/or service area requirements.
- Experience of developing and managing a range of internal communication tools for different audiences and purposes, including publications, intranets, e-communications and social media.
- High level interpersonal, influencing/negotiating skills, working with a range of stakeholders.
- Knowledge and understanding of SuniTAFE’s strategic direction
- Strong planning and organisation skills
- Capacity to adapt to changing priorities.
- Demonstrates commitment and enthusiasm
- Demonstrates a responsible attitude towards work and the ability to use own initiative.
- Understands and respects the principles of confidentiality.
- Demonstrates a passion for internal communications and desire to make a difference to SuniTAFE.

Organisational relationships

Subordinates	Key Relationships	
Nil	Internal	External
	<ul style="list-style-type: none"> • People managers • EDS team • SuniTAFE staff • WHS team • Directorate 	<ul style="list-style-type: none"> • TAFE Network

Organisational environment

SuniTAFE is an award winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura, Swan Hill, Horsham and Robinvale, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of

courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

Key selection criteria

- Relevant degree or diploma in Organisational Development, Human Resources, Psychology or Business with some relevant work experience.
- Strong interpersonal, influencing/negotiating skills, working with a range of stakeholders.
- Strong planning and organisation skills
- Capacity to adapt to changing priorities.
- Demonstrates commitment and enthusiasm
- Demonstrates a responsible attitude towards work and the ability to use own initiative.
- Understands and respects the principles of confidentiality.
- Demonstrates a passion for internal communications and desire to make a difference to SuniTAFE.

The successful candidate will be required to provide:

- **A successful criminal record check which is less than 6 months old**
 - **A working with children check; and**
 - **A full COVID-19 digital vaccination certificate**

Recommended	Approved	Acknowledged
Shauna Picken Manager, HR Services	Di Schmidt GM, Corporate Services	[name] Incumbent
Date: September 2022		