

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

UNIVERSITY OF NEW ENGLAND

DIRECTORATE: Human Resource Services
POSITION: Senior Organisational Development Officer
REPORTS TO: Manager, Organisational Development
CLASSIFICATION: HEO Level 7
DATE CLASSIFIED: 30 January 2009

POSITION DIMENSIONS:

Human Resource Services at the University of New England includes the areas of Industrial Relations, Establishment & Classification, Recruitment & Selection, Remuneration, Benefits and Systems, Occupational Health and Safety, Organisational Development and Employment Equity and Diversity.

Organisational Development (OD) in its broadest sense refers to a wide range of strategies that are designed to maximise the organisation's functioning and climate, i.e. the way it works. A major goal of OD is to make the organisation more productive and flexible in its approach to the work environment as it works towards achieving its strategic objectives. Underlying this goal for OD, is the premise that positive change should be planned and implemented for the mutual benefit of individual staff and the organisation as a whole. OD strategies influence work systems and methods, role relationships, communication patterns, interpersonal skills, structure and values to achieve this end.

This position is part of a team, comprising the Organisational Development Manager, Training and Development Officers, and administrative support staff. The Organisational Development Unit is responsible for providing guidance, policies and programs for the University on both organisational development and professional development issues.

POSITION OBJECTIVE:

The Senior Organisational Development Officer will be responsible for establishing and maintaining a strong client focus across all of the University's Faculties and Directorates, assessing the needs of work areas within the context of the University's strategic plan, and partnering with work areas and their staff as they identify and address training and professional development needs at an individual, team and work unit level.

The occupant of this position will maintain flexibility in approach to projects, dependent upon the needs of each area, and may include the provision of specialist coaching, mentoring and facilitation services to the staff of the University in areas such as: strategic and business planning; workforce planning; working effectively in a changing environment; skills audits related to job redesign; Performance Planning and Review (PPR); and career development planning.

In collaboration with other members of the team the Senior Organisational Development Officer will assist with the promotion of courses, development of new courses, and assistance with other OD projects as required.

DUTIES:

Under general to broad direction from the Organisational Development Manager:

1. Provide specialist advice, guidance and support to senior University staff on organisational development strategies to support the organisation's goals and objectives. This will include matters such as strategic planning; workforce planning; managing change from a training and development perspective; and skills audits to establish training needs or assist with job redesign.
2. Manage, lead and/or participate in special projects that impact upon the University community. This may involve researching and providing project plans and recommendations on organisational development issues and policies as required, e.g. proposed UNE plans and Workplace Agreements, and monitoring, evaluating and reporting on the implementation of these strategies.
3. Facilitate focus groups, training programs and other development activities for staff that enable the University to meet its strategic outcomes. Participate in, or manage partnership projects between the Organisational Development Unit and individual work areas in relation to the meeting of strategic objectives from a professional development perspective, as required.
4. Develop and promote effective communication strategies to engage the University community with organisational development activities applicable to all staff, promoting the work of the Organisation Development Unit as an initiator of the activity or as a partner in externally initiated activities of benefit to the organisation.
5. Develop and promote linkages with, and provide advice to, committees, specialist working parties and the Executive, as appropriate, e.g. on strategic and workforce planning, policy development committees and special projects.
6. Provide work planning assessments, analysis and advice for individuals and work groups to enable them to meet their functional/operational needs in line with the strategic goals of the University.
7. Take a leading role (either operating independently or as part of a team) in the design, facilitation and delivery of training and development programs tailored to the leadership and management needs of the University's staff, identified within partnership projects between themselves, their work groups and the Organisation Development Unit.
8. Provide specialist advice and support to staff and supervisors regarding the University's Performance Planning and Review (PPR) protocol. This includes policy and procedural development and review; identifying performance management objectives; advising supervisors on achieving performance goals; identifying performance gap analyses; identifying required skills, knowledge and abilities; and identifying training needs and patterns from audits and surveys.
9. Support the design, development and evaluation of professional development programs/training activities initiated by the Organisational Development Unit.
10. Work closely with the Manager, Organisation Development Unit to develop, review, maintain and implement flexible organisational development and training policies aimed to assist the University in meeting its objectives and strategic goals.
11. Maintain a close working relationship with other areas of Human Resource Services, participating in and providing specialist input as required to relevant Human Resource committees and joint projects.
12. Establish and develop links and joint programs as appropriate with other universities and external organisations. Keep pace with developments in the profession and make appropriate recommendations for innovation or improvement.
13. Maintain currency with personal qualifications, work practice and professional development networks and strategies, to ensure that advice offered and practices undertaken are up to date and relevant.

14. Apply the University's Quality Assurance, Records Management, Risk Management, EEO and OH&S policies and principles as they relate to the above activities.

QUALIFICATIONS AND SELECTION CRITERIA:

1. A degree with substantial relevant experience; or a Certificate IV in Workplace Training and Assessment with substantial relevant experience; or extensive experience and management expertise; or an equivalent alternative combination of relevant knowledge, training and/or experience.
2. Demonstrated high-level understanding of organisational development theory and practice within the framework of a large, complex organisation, along with the ability to interpret and apply a wide range of complex policies, procedures and legislation.
3. Demonstrated ability to implement organisational development strategies related to such activities as workforce planning, performance management and organisational learning.
4. Demonstrated excellent planning and organisational skills, with strong attention to detail and the ability to analyse and identify organisational development needs in a large organisation, with a sound quality assurance focus.
5. Demonstrated ability to successfully develop, manage and implement administrative projects.
6. Demonstrated ability to develop and prepare resource materials for a range of organisational development applications, together with excellent group facilitation and presentation skills and the ability to generate creative and achievable solutions to organisational/training needs.
7. Demonstrated high-level oral communication and interpersonal skills, including demonstrated high-level ability in consultation and negotiation with all levels and groups.
8. Demonstrated excellent written skills with particular strengths in policy and procedural documentation.
9. Demonstrated excellent group leadership and team skills and a strong commitment to meeting the needs of clients.
10. Demonstrated ability in a range of computer software packages for word processing, desktop publishing, spreadsheets and databases.
11. Demonstrated understanding of and commitment to Quality Assurance, Records Management, Risk Management, EEO and OH&S principles as they relate to this position.