
ORGANISATIONAL DEVELOPMENT MANAGER

DECEMBER 2020



Location:	Parkville
Division:	People and Culture
Classification:	\$95,000 - \$120,000 p.a. (commensurate with skills and experience)
Employment type:	Full-time fixed term position for 2 years
Position reports to:	Director, People and Culture

1. POSITION SUMMARY

The Organisational Development (OD) Manager plays a key role as a member of the Senior People and Culture team to providing strategic advice on learning and organisational development initiatives. The OD Manager will be required to have a strong understanding of the organisation's strategy and policies to design and develop programs that strengthen employee capability; leadership and the overall health of the organisation.

This role will be accountable to design and develop a range of L&OD strategies guided by the Orygen strategies and operational plans, including but not limited to: culture and engagement strategies including survey; leadership and management development; learning and development curriculum, performance management, and change management. This role will be required to work closely with the broader People and Culture team and internal communications to consult on the development of OD products and to ensure successful implementation across the organisation.

2. POSITION CONTEXT

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health. The Company has three Members: The Colonial Foundation, The University of Melbourne and Melbourne Health.

We are a complex organisation. Our workforce is diverse and includes:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen.
- Orygen Youth Health, a tertiary clinical service that is operated by North West Mental Health, co-located with us at Parkville and Sunshine and whilst not under the governance of Orygen, works in close partnership with us.
- A training and development unit providing online and face to face training for the mental health workforce both nationally and internationally.

- A policy think tank drawing on Orygen’s research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

The People and Culture team provide human resource services and support for the Centre for Youth Mental Health and Orygen workforce – circa 400 staff in total. In addition, the function includes specialist teams providing leadership and support for Orygen’s First Nations and Youth Engagement and Participation strategies.

3. ABOUT ORYGEN

VISION	Young people to enjoy optimal mental health as they grow into adulthood.
MISSION	Reduce the impact of mental ill-health on young people, their families and society.
VALUES	Respect, accountability, teamwork, excellence & innovation
COMMITMENTS	First Nations people of Australia, young people and their families, LGBTIQA+ people & culturally and linguistically diverse people

4. KEY RESPONSIBILITIES/OUTCOMES

The Organisational Development Manager will:

- Lead on the development, implementation and continuous improvement of OD strategies within delegated technical areas, ensuring alignment with organisational strategies
- Lead in the design and development of organisational development initiatives that strengthen leadership and management capability; talent management and succession planning; change management; and performance management.
- Participate in and/or plan, lead and drive major reviews and change management initiatives directed towards workplace reform and cultural change.
- Provide leadership in developing a learning organisation focused on its people, the organisational culture and quality continuous improvement and learning outcome
- Develop and deliver a Global Induction program, Induction to Probation processes, career development; and compulsory ‘Living our Values’ training to ensure these are aligned to our values and vision;
- Lead on the development of appropriate tools, communication strategies and surveys that support the health of the organisation through appropriate culture and staff engagement surveys;
- Manage the design and development of talent development programs and initiatives to foster the growth and retention of identified talent.
- Facilitate team development in line with organisational development priorities
- Work collaboratively with internal and external consultants and strategic partners during the design and development of strategies;
- Develop, implement and monitor the Learning and Development budget
- Working with the People and Culture Business partners in the execution of initiatives and identification of client needs.

5. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

5.1 Essential

- Significant experience in leading and developing organisational development strategies and initiatives across a medium to large multi-site/global organisation
- Experience in strengthening potential talent and management and leadership frameworks and tools

- Experience understanding and developing appropriate tools to measure and strengthen the health of an organisation: including experience in developing and implementing staff engagement surveys.
- Demonstrated strategic planning, project management and organisational skills
- Outstanding written and verbal communication skills including the ability to influence key stakeholders.
- Ability to work collaboratively to build successful and strong working relationships with key clients and stakeholders.
- Well-developed coaching and facilitation skills

5.2 Desirable

- Certificate IV in Workplace Training and Assessment (TAA) or Training and Education (TAE)
- Tertiary qualification in Adult Education, Behavioural Science, Social Science or a relevant discipline would be highly regarded

6. SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.