

## Position description

<b>Position title:</b>	<i>Organisational Development Business Partner</i>
<b>Salary:</b>	<i>TRP \$101,738 per annum including superannuation and the full benefit of optional salary packaging</i>
<b>Classification:</b>	<i>Grade 4 (HS4)</i>
<b>Award:</b>	<i>Victorian Stand Alone Community health. Services (Health &amp; Allied Services, Management &amp; Administration Officer) Multiple Enterprise Agreement 2018 - 2022</i>
<b>Hours:</b>	<i>76 hours per fortnight or 80 hours with an ADO every four weeks</i>
<b>Position tenure:</b>	<i>Permanent full time</i>
<b>Remuneration benefits:</b>	<ul style="list-style-type: none"> <li>• <i>9.5% superannuation</i></li> <li>• <i>Access to discounted private health insurance</i></li> <li>• <i>Salary packaging (including novated leasing)</i></li> </ul>
<b>Location:</b>	<i>Morwell and Narre Warren</i>
<b>Reports to:</b>	<i>Workplace Relations/ Organisational Development Team Leader</i>
<b>Program:</b>	<i>People, Learning and Culture</i>

### A note on Link Health and Community and Latrobe Community Health Service



*Link Health and Community is owned and operated by Latrobe Community Health Service. This role operates under the Link Health and Community brand. However, Latrobe Community Health Service is the employer.*

### Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace. We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

Your role will include a wide variety of responsibilities and continual challenges to resolve. Your capabilities will be pushed and developed, providing stimulation, professional learning and personal growth.

You'll work with people who are positive and optimistic in the attitudes and behaviours they bring to work. This creates a safe and uplifting environment that will constantly motivate you - and those around you - to bring their best to work.

You can learn more about Latrobe Community Health Service at [www.lchs.com.au/careers](http://www.lchs.com.au/careers)

### ***Scope of role***

As a key member of our People, Learning and Culture (PLC) Team, the role of Organisational Development Business Partner supports, coaches and consults with PLC partners and business leaders to deliver against development priorities in support of our organisation performance and goals. The role works across the disciplines of Leadership Development, Engagement, Talent Management and Succession. The role supports the executive response to the annual staff survey.

Working alongside a team of passionate PLC professionals who are committed to delivering outstanding results to our people, stakeholders and our clients, you will play a key role in the execution of the Workforce Plan and other plans.

### ***Key objectives, duties and responsibilities***

#### **Key deliverables for this role include;**

- Partner with PLC and program leaders to understand organisational development needs for the business, developing targeted initiatives that support client priorities.
- Develop communications plans and supporting resources for Annual Performance Review development and career activities (APRs) including development sessions for leaders.
- Partner with the PLC team to identify and deploy programs to continue to focus on creating a culture of high performance across the organisation
- Lead employee engagement initiatives to drive action on OD- related projects in support of the Workforce Plan and other business priorities
- In partnership with the PLC business partners, support the tools to identify emerging, future and highly valued talent and targeted development plans for our talent to ensure we are an agile and competitive organisation.

#### **Organisational Development Strategy**

- Develop, implement and manage a diverse range of programs and initiatives based on business needs—spanning leadership, talent, succession, engagement, and safety culture.
- Provide specialist advice to program areas relating to organisational development and capability by using strong stakeholder engagement skills.
- Identify current and future learning needs and solutions to support cultural change and build capability within the organisation.
- Act as a change and culture coach and champion across the organisation.

#### **Implementation of Organisational Development Initiatives**

- Actively engage stakeholders across the business to ensure that organisational development initiatives are aligned to business needs.
- Facilitate forums and workshops.
- Support change management, including stakeholder management, engagement activity and communication, in consultation with executive directors and regional/area/program managers.
- Deliver improved processes and strategies for employee attraction, engagement and retention to support the achievement of LCHS's operational objectives.
- Work with business partners to identify opportunities to conduct organisational diagnosis and improve organisational effectiveness.

- Create customer-centric tools and resources that are fully integrated in end-to-end organisational development processes.
- Deliver internal communications activities that promote a positive workplace culture and ensure that staff are aware of initiatives and programs and kept up to date on progress.

**Success profile:**

To be successful in this role, you will have;

- A blend of L&D and OD focussed experience with a track record in the design and delivery of organisational development initiatives with measurable results
- Experience of facilitating face-to-face and virtually, leveraging technology where possible.
- Exceptional interpersonal skills including the ability to build and sustain professional relationships, influence others and communicate effectively across all levels of the organisation.
- Strong change and project management skills
- Along with the relevant skills, you will also lead with integrity, customer service and your personal best – our core leadership behaviours.

**Selection criteria:**

Applicants must address the selection criteria for consideration.

1. Demonstrated skills working as an HR consultant within a medium to large organisation.
2. Demonstrated skills and experience managing a graduate or trainee program.
3. Ability to develop and facilitate effective learning initiatives that meet business requirements.
4. Coaching skills at both an organisational and individual level.
5. Well-developed oral and written communication skills.
6. Good interpersonal skills and well-developed consultation and negotiation skills.
7. High-level computer literacy (using MS Office).
8. Self-motivated with demonstrated ability to work independently as well as in a team environment.

**Job requirements:**

Applicants must meet the following job requirements:

**Mandatory**

1. Degree qualifications in Business (Human Resources), Organisational Development or Psychology.
2. Current Driver Licence and a willingness to travel when required.

**Desirable**

1. The ability to develop and deliver e-learning solutions.
2. Certificate IV in Workplace Assessment and Training (or equivalent) or progress towards.

**Organisation Requirements**

1. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a **Health Care Worker C** and is exempt from immunisation status requirements.
2. Latrobe Community Health Service is a child-safe organisation. The successful applicant will be required to undergo a satisfactory criminal record check from the Australian Federal Police or country of residence.
3. Prior to appointment, a police record check will be undertaken. This will be updated every three years.
4. Prior to appointment, credentialing documentation must be completed and verified.
5. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
6. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

*We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.*

<b>Approved (Job title):</b>	Executive Director Corporate
<b>Date:</b>	27 November 2020

***Incumbent statement***

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: \_\_\_\_\_

Incumbent's Signature: \_\_\_\_\_

Date:    /    /