**JOB DESCRIPTION**

**Organisational Enablement Specialist**

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

**Role Purpose**

In this role, you will work as part of our specialist organisational enablement team, which is responsible for diagnosing, evaluating, designing and delivering leadership, culture and capability initiatives that support an engaged, high performing workforce and drive our safe, reliable, inclusive and person-centred organisational culture that delivers on our strategy.

Note: Organisational enablement is often referred to in other organisations as organisational development or organisational effectiveness. It is a specialist team within the People and Culture function at Uniting.

# ROLE KEY ACCOUNTABILITIES

As an Organisational Enablement Specialist, your role specifically will:

* Discover, design, develop, refine and deliver new organisational enablement programs and initiatives in line with our People and Culture strategy and team plan.
* Educate and advise stakeholders on the relationships between leadership behaviours, workplace culture, employee engagement, and achieving strategic objectives
* Lead end-to-end project management working effectively with internal and external stakeholders
* Develop and deliver strategic communications that support our programs, initiatives and key culture messages
* Contribute to the development and implementation of existing organisational enablement programs and initiatives.
* Work with key stakeholders to ensure the successful and consistent implementation of existing organisational enablement programs, processes and strategic initiatives across Uniting
* Leverage the thought leadership of the other organisational enablement team members to collaborate on the diagnosis of leadership, culture and employee engagement challenges and come up with evidence-based solutions that align to our Organisation strategy.
* Facilitate the design and deployment of processes and tools used to measure employee experience, engagement, performance and capability
* Interpret, analyse and clearly communicate data to build insight into employee experience, engagement, performance and capability
* Use best practice research and experience to inform the design of organisational enablement content and programs.
* Identify systemic issues affecting workplace culture and employee wellbeing and develop and implement solutions to address challenges and opportunities

# Key relationships

| Who | Why |
| --- | --- |
| **Internal\*** |  |
| Director of Customer, People & Systems | * Keep informed, consult with, receive strategic direction |
| Head of People & Culture | * Escalate issues, keep informed, advise and receive instructions |
| OE Team Leader | * Escalate issues, keep informed, advise and collaborate with |
| Employee Shared Services | * Advise and collaborate with as required |
| Internal Communications | * Advise and collaborate with as required |
| HR Business Partnering team | * Advise, collaborate and support implementation |
| Learning and development team | * Advise and collaborate with as required |
| **External** |  |
| Subject matter experts | * Consult and collaborate with |
| Facilitators | * Engage, advise and collaborate with |

**Role Dimensions**

**Reporting line**

* This role reports to the Organisation Enablement Team Leader

**Essential requirements**

* Relevant tertiary qualification. Desired areas include organisational psychology, organisational learning and development, human resources, communication, psychology.
* A minimum of 3 or more years’ experience working in learning and development, human resources or organisational development.
* Ability to work from Parramatta Marsden Street office and ability travel to other Uniting offices for workshops and events across NSW/ACT as required.

**Even better**

* Registered organisational psychologist
* Previous experience working in an Organisational Development Specialist role
* Experience designing, developing or implementing online capability assessment tools and frameworks