

POSITION DESCRIPTION

Talent Development Advisor
(POS1097)

Directorate:	Corporate Services	Department:	People and Organisational Development
Position Grade:	12	Reports to:	Coordinator Talent Development
Last review:	June 2018	Next review:	July 2020
		Version No.:	2.0

Position purpose:

To deliver professional client focussed people and organisational development services that support Council's strategic directions and values in a pro-active and efficient manner to enable Council to attract, develop and retain suitably qualified employees. This position makes a positive difference to Council's people and culture through delivering a mix of strategic people and operational programs and initiatives (focussing on people capability and organisational development, cultural change and program development relating to coaching, mentoring, in-house training, leadership, performance, external study, apprenticeship/traineeships/graduates and diversity inclusion).

Key accountabilities/responsibilities:

Responsible for:

1. Providing quality, innovative and client focussed advice, coaching and people and talent development services across a diverse workplace.
2. Identifying organisational development strategies through effective needs analysis, consultation with relevant stakeholders, and outputs from the achievement planning and development process to build identified capability and cultural change needs (incorporating into Council's Workforce Management Plan as required).
3. Working collaboratively with key stakeholders in designing, implementing, administering, and evaluating innovative best practice talent development solutions, initiatives and programs (including tools and frameworks) that drive change and builds capability across Council to achieve business objectives.
4. Undertaking the continuous review and implementation of Council's people capability framework and achievement planning and development program, ensuring alignment with other people and organisational development initiatives to enable employees to build capabilities for success in current and future roles.
5. Working with Managers and/or People Leaders to identify business performance needs and deliver a broad range of innovative talent development solutions to support change and the implementation of initiatives, including delivery of structured education programs designed to raise awareness and increase accountability in the respective teams.
6. Administering the Developing Talented People Program (learning and development framework) and People Achieving (achievement planning and development program) on the Aurion HR system and e-learning on the LearningSeat Learning Management System.
7. Delivering and contributing to the design, project management and administration of best practice talent and capability development, leadership development, cultural change, performance development and succession management (including tools and processes) aimed at building and sustaining high performance.

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8. Contributing to the establishment of diversity inclusion strategies and working with other People and Organisational Development staff to ensure alignment to strategies to effectively attract and retain employees in the target group.

Decisions made in the position:

1. Work organisation (and decisions on daily operational work tasks) to achieve outcomes consistent with relevant policy, legislation and Award requirements.
2. Revising work programs and related processes with a view to making them align with best practice service delivery and/or recommend innovative ways of improving productivity consistent with position purpose and key accountabilities/responsibilities.
3. Applying innovative people and workplace solutions to achieve business unit objectives consistent with position purpose and key accountabilities/responsibilities.
4. Expenditure within delegated limits.

Decisions referred:

1. Matters that require formal investigation
2. Expenditure over delegated limits
3. New initiatives and policy changes

Key issues/challenges:

1. Establishing and maintaining a close working relationship with Managers, People Leaders and employees to develop a comprehensive knowledge and understanding of the business.
2. Delivering innovative and strategic solutions to varying business unit needs across Council, with limited resources and competing priorities in a climate of change (including potential resistance to change).
3. Balancing the needs of business units with relevant legislation, Award and Council business objectives, and day-to-day operational work requirements of the position.
4. Having a “can do” attitude with the ability to analyse and solve problems at the source.

Key working relationships:

- People and Organisational Development
- Government agencies (all levels)
- Various professional consultants
- Unions
- Managers and People Leaders
- All employees

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POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary Qualifications relating to Human Resources Management or equivalent knowledge and experience in human resources
- Certificate IV in Training and Assessment or willingness to obtain
- Current Class C Driver's License

Experience

- Sound knowledge and understanding of contemporary talent and organisational development practices, issues and trends with experience in advising, interpreting and applying relevant legislation, awards, agreements and policies.
- High-level project management skills with experience in initiating, developing and delivering a range of innovative talent and organisational development programs to deliver strategic solutions and meet business objectives.
- Experience in using a flexible, client-focussed approach to problem solving through analysis and sound judgement, and capacity to apply relevant best practice principles in service delivery.
- Sound interpersonal, negotiation, conflict resolution and written communication skills across a diverse client-base with experience in building and maintaining strong stakeholder and client relationships.
- Experience with using HRIS and e-learning platforms to support the management and delivery of talent and organisational development programs.

Knowledge and Skills

The positions requires the application of specialist knowledge and skills including:

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity.
- Knowledge of the Local Government Act and relevant legislation, Local Government (State) Award, Anti-Discrimination Act and Industrial Relations Act.

DESIRABLE CRITERIA

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Qualifications/Licences/Experience/Knowledge and Skills

- Degree in human resources management or organisational development or equivalent

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous