

POSITION DESCRIPTION

Leadership Development – Facilitator

Position Purpose

The Leadership Development – Facilitator is a critical position within the Learning and Engagement team, focusing on providing facilitation and coaching support focusing on our core Leadership Capabilities. The Learning and Engagement Team are passionate about delivering excellent outcomes for the Scope Group and supporting the growth of people, capability and results. The team is energetic, highly collaborative and agile in approach.





This is a high exposure role, supporting the Leadership Development – Program Lead to deliver Leadership Development programs. In particular, the incumbent will engage, challenge and promote the knowledge, skills and behaviours within all aspects of our Leadership Development Framework This will also involve consulting with the Leadership Teams to effectively identify needs and providing advice and coaching support to people leaders on best practice development that reflects a 70:20:10 development philosophy.

This is a 2 year contract role and is available for between 3 to 5 days for the successful candidate. Some regional travel is expected within the role.

Division:	Scope Aust	Reports to	Leadership Development – Program Lead
		Direct Reports:	Nil
Internal Relationships:	Learning and Engagement team Scope, DSA and Home@Scope P&C team All Leadership group Marketing & communication team	External Relationships	Leadership Development Program Providers
Delegation of Authority	[Level 5]	Category	Professional
Employment Contract	2 Year Contract	Award	Above award

Scope's Mission	Scope's mission is to enable each person we support to live as an empowered and equal citizen.
Scope's Vision	<p>Scope will inspire and lead change to deliver best practice. We will:</p> <ul style="list-style-type: none"> • support and listen to each person and their family. • provide leadership to influence strategy and policy. • deliver person driven, flexible & responsive services to build a sustainable future. • build on our foundation for success through our expertise in service delivery, workforce development, quality improvement and research. <p>We will deliver better outcomes.</p>
Scope Approach	

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	    <p>see the person do it together do it right do it better</p> <p>We listen to understand. We see the potential. We recognise how you do things and what you achieve. We take personal responsibility. We build excellent relationships with our clients and customers. We understand the balance between risks and rights.</p> <p>We lead in line with The Scope Approach. We work together to achieve shared goals. We build sustainable and ethical partnerships. We support each other. We communicate early and honestly. We share responsibility for safety.</p> <p>We use systems and processes in our work. We deliver quality outcomes safely and on time. We understand risks and opportunities. We are a financially sustainable organisation. We own the consequences of our actions. We take pride in the delivery of our mission.</p> <p>We develop creative solutions. We review and continually improve. We understand what is working and what is not. We seek and respond to feedback. We build capacity in all that we do. We are a leader in safety.</p>
Key Function	Key Accountabilities, Responsibilities & Deliverables
Leadership Programs	<ul style="list-style-type: none"> • Provide continuous improvement advice relating to feedback received through the facilitation of the leadership development program suite • Use best practice techniques to deliver leadership programs for the education, coaching and assessment of leaders to equip them with the capability to deliver key initiatives across the Group • Provide engaging, clear and enthusiastic facilitation of leadership programs that is consistently aligned to our Leadership Capability Framework and the Scope Values. • Work collaboratively with the Leadership Team, People and Culture and the Learning and Engagement Team to provide high quality Leadership Development solutions. • Ensure learning needs are accurately identified and recommendations are appropriate to the learning need using effective development principles. • Develop new and emerging leaders in skills to engage, develop and inspire their teams.
People Systems	<ul style="list-style-type: none"> • Ensure all event management, administration and coordination of the program is complete and provides a high level of participant experience • Promote and support the use of our People Systems to drive accountability, goal setting and personal development
Facilitation	<ul style="list-style-type: none"> • Actively participate as part of team initiatives and projects and cooperate with team members in a manner that reflects a commitment to team goals and objectives, effective communication, information sharing and problem-solving practices. • Act as an advocate for change, applying project and change management methodologies to support transformation initiatives. • Partner with the businesses to understand their Leadership Development priorities and needs. • Actively support and contribute to a “one team” culture.

SELECTION CRITERIA

Position Title

Skills, Knowledge, experience, qualifications and training	<ul style="list-style-type: none"> • Demonstrated leadership experience, coaching and facilitative skills to influence others. • Knowledge of contemporary learning and development theory, practice and adult learning strategies. • Demonstrated program management skills in the development of leadership development content for both instructor-led training, digital and blended learning solutions. • Degree in Human Resources, Human Resource Development, Psychology or equivalent. (desired) • Accreditation in Coaching, Facilitation or Training. • Coaching skills, such as establishment of coaching agreements, establishing a trusting relationship, active listening, powerful questioning, creating awareness, promoting planning and goal setting.
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Technical Competencies	<ul style="list-style-type: none"> • Proficiency in Microsoft - PowerPoint, Word and Excel, as well as Learning Management Systems. • Well-developed written and oral communication/interpersonal skills with the ability to present ideas, perspectives and issues to senior management. • Experience in best practise coaching methodologies
Behavioural Competencies	<ul style="list-style-type: none"> • Self-starter and strong interpersonal and relationship management skills, able to cultivate and maintain collaborative working relationships. • Strong networking and interpersonal skills for stakeholder engagement • Demonstrated ability to prioritise tasks in a busy environment and handle projects simultaneously, balancing priorities and working to deadlines • Strong organisational skills and an eye for detail • High degree of integrity and strong customer focus • Ability to approach change with positivity • Ability to interpret and define learning objectives and measures to analyse learning impact.
Licenses & Accreditations	<ul style="list-style-type: none"> • Cleared Police Check for disability within the last twelve months • Working with Children's check • Clearance against the Disability Worker Exclusion Scheme • Must satisfy all visa requirements for working in Australia • Driver's license

People & Culture Authorisation

Job Evaluation Completed: _____ Position Created: _____

Organisation Hierarchy Amended: _____