Role name: Organisational Development Lead

Role data

Position no.	E12495	**Work Area Profile**	People and Culture
Work Level Classification	Level 7	**Directorate/ Business Unit**	People and Culture / Organisational Capability
Reports to (role)	National Director, Organisational Capability	**Location**	Various
No. direct reports	3 – 5	**No. of indirect reports**	Nil
Version date	2 July 2024	**Tenure**	Fixed-term (2-years)

The Organisation

The Australian Health Practitioner Regulation Agency (Ahpra) is the national agency responsible for administering the National Registration and Accreditation Scheme (National Scheme) in partnership with 15 National Boards for the regulated health professions.

Ahpra's overall purpose is to protect the public by regulating health practitioners efficiently and effectively in the public interest, to facilitate access to sager healthcare for all the community.

With offices in each State and Territory, Ahpra represents National Scheme interests with key community, professional, employer and government stakeholders with local operations governed by the Health Practitioner Regulation National Law Act as in force in each State / Territory.

Role purpose

Working as part of the Organisational Capability within People and Culture, this role is responsible for leading, developing and delivering a range of organisational development projects and portfolios, which improve organisational capability consistent with Ahpra's People Plan 2020 – 2025 and Ahpra's overall strategic direction, values and desired culture.

Leading a small team of specialists, the Organisational Development Lead leverages data and analytics, benchmarking and contemporary thought leadership to develop strategies, programs and solutions across the disciplines of leadership development, diversity and inclusion, capability development, talent and succession, and culture and engagement.

Working with specialists across the People and Culture directorate, the Organisational Development Lead will contribute to the development of strategies and solutions that build organisational capabilities and behaviours across the breadth of the employee lifecycle.

Key Accountabilities

- Effectively partner with the business to diagnose business needs, and design, develop and execute effective Organisational Development solutions.

- Lead and contribute to People and Culture/Organisational Development projects and interventions designed to support Ahpra's strategic goals, in line with Ahpra's People Plan 2020 – 2025.

- Develop recommendations and solutions covering a range of specific areas of Organisational Development, including performance management and development, talent and succession, diversity and inclusion, culture and engagement, and reward and recognition.

- Design, promote, implement and evaluate organisational capability and development initiatives and interventions for leaders and employees.

- Lead projects, strategies or interventions to improve leadership and employee capability that enable culture change.

- Apply specialist capabilities toward the design, delivery, analysis and reporting of cultural measurement programs and frameworks, including employee surveys, focus groups and action planning activities.

- Lead the development, maintenance and distribution of reports, dashboards, data visualisations and infographics in line with the report development process which includes requirements gathering, developing user stories with functional and technical specifications, and providing preliminary advice on the available data.

- Partner with People and Culture Business Partners to engage with leaders throughout the business to facilitate the development of customised solutions that support the development of required capabilities and behaviours that enable performance.

- Work collaboratively across the People and Culture team to ensure consistency of services and strategic and integrated decision making.

- Develop, implement and maintain operational policies, procedures and processes as required

- People Management: Achieving organisational goals by effectively managing the team's and team members' workplace performance meaning to:

  o Enhance and encourage team members' potential through development and coaching activities
  o Take actions to close identified performance gaps in a timely and effective manner
  o Comply with Ahpra performance objectives setting, review and development processes
  o Motivate team members' behaviour by providing clear direction and recognition of achievements as well as personally modelling Ahpra standards of behaviour.

- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants meaning to:

  o Take reasonable care for own and others' health, safety and wellbeing
  o Adhere to Ahpra's workplace health, safety and wellbeing policies and procedures

- Any other reasonable and related duties as required to meet the ongoing needs of the organisation.

Capabilities for the role

The AHPRA Capability Framework applies to all AHPRA employees. Below is the complete list of capabilities and proficiency level required for this position.

Capabilities	Proficiency level
Commits to customer service	Advanced
Displays leadership	Intermediate
Generates and delivers the strategic vision	Intermediate
Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Intermediate
Builds constructive working relationships	Advanced
Communicates effectively	Advanced
Demonstrates accountability in delivering results	Intermediate
Uses information and technology systems	Intermediate
Displays personal drive and integrity	Advanced

Qualifications/Experience	Required
Qualifications	• A relevant degree in a related field (such as Human Resources, Education, Business or Psychology), and/or equivalent years of professional experience. • Accreditation in the delivery of psychometric profiling tools such as Hogan, DiSC, Saville Wave, MSCEIT, Leadership Circle or Genos (Desirable).
Experience	• Expert knowledge of contemporary organisational development best practice policies and practices. • Strategic business knowledge and understanding, including interface management between enterprise teams. • Strong relationship management and influencing skills, including excellent communication skills and highly service orientated. • Knowledge of current industry practices and the ability to translate these through business partnering capability. • Demonstrated leadership experience, with a strong reputation of being a professional leader, consistently displaying integrity, courage, respect for self and others, and striving for excellence.

	• High level writing skills and ability to prepare, reports, recommendations and strategy documents for senior managers • Excellent interpersonal, negotiation, facilitation and persuasion skills to influence decision makers and gain their support in the implementation of organisational development initiatives • Demonstrated experience working in a program or business transformational change environment • Demonstrated analytical reasoning, interpretation and evaluation of complex information, with the ability to exercise judgement and resolve issues independently. • Demonstrated experience in organisation wide change management

Key relationships

Internal Relationships	External Relationships
Executive Director People and Culture	Industry Bodies
People and Culture Senior Leadership Team	External vendors and service providers
National Directors and Managers	External contractors and consultants
Employee Services Teams	
People and Culture Business Partnering Network	
Business Transformation Program team	