

## Position Description

### Consultant, Leadership, Capability and Performance

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<b>Position No:</b>	<b>NEW</b>
<b>Business Unit:</b>	Chief Operating Officer
<b>Division:</b>	Human Resources
<b>Department:</b>	Capability and Culture
<b>Classification Level:</b>	Higher Education Officer (HEO) 7
<b>Employment Type:</b>	Full-Time, Continuing
<b>Campus Location:</b>	Melbourne (Bundoora)
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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## **Position Context/Purpose**

Reporting to the Manager, Leadership, Capability and Performance and working within the Capability and Culture team, the Consultant, Leadership and Capability both leads and contributes to the development and delivery of enterprise-wide leadership, capability and experience initiatives designed to enhance the engagement of our workforce and uplift the capability of leaders, managers, and their team members.

The Consultant, Leadership, Capability and Performance will collaborate with team members and key stakeholders across HR and the University to help develop and deliver high-quality programs and learning solutions regarding management and leadership development. The role will provide program management, coordination, administrative, logistical support, and consultancy to the team, department, HR and across the University with regards to leadership, employee experience, and skills development.

### **Duties at this level will include:**

- Leads, supports or coordinates a range of professional development or leadership initiatives and programs that contribute to overall capability uplift of the workforce.
- Analyses and interprets data, identifies trends and tests solutions, sources additional related information where appropriate, and reports on progress, to support the resolution of issues/problems.
- Applies experience, expertise and sound judgement to make decisions where solutions are not obvious, to deliver professional services to meet customer requirements.
- Generates original ideas and innovative solutions through the provision of specialist knowledge and advice as appropriate.
- Identifies additional service requirements or service shortfalls and coordinates and/or designs the delivery of innovative and sustainable solutions to maximise service quality, efficiency, and continuity.
- Ensures professional and quality service standards are maintained and applied within own area of activity.

### **Specific duties/accountabilities for this position will include:**

- Leads and/or contributes to the design and/or sourcing, implementing, and maintaining of employee and leadership capability and development programs, initiatives, and frameworks.
- Lead and/or contribute to program development and implementation. Provides support and advice to schools/business units where appropriate.
- Provide significant support regarding leadership, capability, and development, including understanding organisational needs, conceptual ideas and associated frameworks and learning solutions.
- Build and maintain productive partnerships across the University, working collaboratively with internal colleagues to successfully meet the objectives of the role and ensure a high level of stakeholder satisfaction.
- Facilitate development workshops as appropriate and integrate knowledge of instructional design and adult learning theory.
- As appropriate, lead and/or contribute to the design and development of learning and development solutions in partnership with relevant internal and external stakeholders, ensuring content is engaging and effective.

- Coordinate, monitor, evaluate the effectiveness of development initiatives and recommend opportunities for improvement.
- Prepare briefing papers and provide evidence-based advice for internal stakeholders to inform progress of learning and development initiatives.
- Develop high quality reports, materials, models, collateral, toolkits, and reference documents in a timely manner.

## Essential Criteria

### Skills and knowledge required for the position

- Degree with subsequent relevant experience to consolidate the theories and principles learned, or extensive experience, leading to either the development of specialist expertise or to the development of broad knowledge in an administrative field, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Excellent communication and interpersonal skills, especially the capacity to work collaboratively and cooperatively within and across teams.
- Demonstrated experience contributing to the design of leadership development programs and solutions, with a passion for facilitation and demonstrated experience delivering programs/workshops to adult audiences.
- Demonstrated experience in project management including organisational and problem-solving skills, with an ability to manage several different projects concurrently.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.

### Capabilities required to be successful in the position

- **Self-Awareness** – Is aware of the impacts of their own behaviours, emotions, and thought processes on self and others and takes ownership and action to advance personal wellbeing and effectiveness. **Working with Others** – Maintains respectful interactions with colleagues and/or students that foster positive environments where ideas and improvements are openly shared, wellbeing is prioritised, and achievements are celebrated. **Building Relationships and Networks** – Identifies and continually invests effort to maintain relationships and partnerships essential for personal and organisational growth and positive outcomes. **Clever Planning** – Understands the desired outcomes and diligently prioritises, scopes, designs and develops solutions that will achieve intended results.
- **Critical Thinking** – Objectively analyses and evaluates potential outcomes and solutions prior to forming a judgement or to form evidence before taking appropriate action.
- **Project Delivery** – Delivers sustainable and embedded outcomes in line with project scope, agreed timeframes and resources. Evaluate project success and integrate learnings.

## Essential Compliance Requirements

To hold this La Trobe University, position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND

- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

## Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

## Position Flexibility

La Trobe University is committed to providing a diverse, inclusive, and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

## Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students, and academics
- Help transform the lives of students, partners, and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners, and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve, and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

## La Trobe's Cultural Qualities:



### We are accountable

*We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.*



### We are connected

*We connect to the world outside – the students and communities we serve, both locally and globally*



### We are innovative

*We tackle the big issues of our time to transform the lives of our students and society.*



### We care

*We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities*

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Initials:                      Date: