



POSITION DESCRIPTION

| | |
|---|----------------------------------|
| Position Title: | Head of Organisation Development |
| Cluster / Business Unit / Division | People, Performance & Capability |
| Section or Unit: | Organisation Development |
| Classification: | Band 8 |
| Position Description Number: | PD-2520 |
| Job Family: | Human Resources |
| STEMM/NON-STEMM: | NON-STEMM |
| Work Contract Type: | Professional |

POSITION PURPOSE

The Head of Organisation Development focuses on improving and optimising ANSTO’s effectiveness through strategic improvements to people, systems and processes. The role leads and manages proactive organisation development initiatives and provides leadership on people, culture and organisation dynamics, working closely with leaders across ANSTO and the People, Performance & Capability team.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia’s most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

ACCOUNTABILITIES & RESPONSIBILITIES

- Develop and implement organisational development strategies aligned and identified in ANSTO People & Culture Strategy.
- Lead cultural transformation initiatives and foster a positive work environment that promotes collaboration, innovation, and continuous improvement.
- Lead the Diversity, Equity and Inclusion agenda, including active support of ANSTO’s staff network groups
- Identify and promote policies and practices that support and promote a workforce that is diverse, inclusive and equitable.
- Facilitate required gender equity reporting via the Workplace Gender Equality Agency (WGEA) requirements.
- Facilitate and manage the employee engagement survey including supporting teams with interpreting results and developing action plans.
- Facilitate and manage organisational assessments and diagnose organisational issues, including psychosocial risk management, to identify areas for improvement and develop targeted interventions.
- Collaborate effectively with other People, Performance & Capability (PPC) team members (and other cross-functional teams) to ensure that organizational development initiatives are integrated
- Support with the preparation of Board papers outlining the impact of Organisation Development activities
- Provide effectively leadership to the Organisation Development team and indirectly across PPC
- Plan and manage ANSTO’s Organisation Development budget.

- Foster and maintain positive relationships with key stakeholders to facilitate effective relationship management, collaboration, and information sharing and achieve the most appropriate and desirable outcomes.
- Stay current with industry trends and best practices in organisational development and bring innovative ideas and solutions to drive continuous improvement.

Decision Making

- The position is charged with providing advice and direction in relation to strategic people, culture and organisational related issues and as such will often develop new policies, programs and frameworks, within legislative and resource parameters. The position has independence in determining how to achieve objectives of the unit, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided, and is required to ensure that decisions are based on sound evidence.
- Determines key work priorities within the context of agreed work plans and will consult with the supervisor on complex, sensitive and major issues that have a significant impact on the achievement of project objectives or the organisation
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Influencing the adoption or amendment of organisational policies and programs at an organisational wide-level and designing changes.
- Champion an agenda of innovation and stimulate the development of new strategies based on research and evidence.
- Understanding the operating environment and key issues and challenges of ANSTO and delivering fit for purpose and innovative initiatives to meet organisational challenges and target the achievement of the organisation’s strategic goals.
- Leading by influence rather than direct line control in obtaining the active participation and contribution of resources across the organisation in the delivery of outcomes
- Managing complex and sensitive consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests
- Delivering high quality outputs, recommendations and reports across multiple focus areas with tight timeframes and competing interdependencies.
- Keeping abreast of recent developments in the field, ensuring continual improvement and implementation of best practise.

KEY RELATIONSHIPS

Some tasks would be assigned directly from the Director People Strategy & Performance, ANSTO Executive or the CEO

Key Stakeholders include the CEO, Group Executives, Managers, external collaborators, other Government agencies, Universities and the PPC team.

| Who | Purpose |
|----------------------|--|
| Internal | |
| Group Executive Team | <ul style="list-style-type: none"> • Provide expert, authoritative and evidence based advice • Recommend and gain endorsement for key projects, negotiate budget and resources and provide reporting for governance purposes |

| | |
|---|--|
| | <ul style="list-style-type: none"> • Undertake research and provide guidance on key people and culture issues • Influence organisational policies and programs • Enable in the achievement of ANSTO's strategic goals and targets by providing authoritative advice, designing and delivering initiatives to enable a culture of success. |
| Executives and Senior Leaders | <ul style="list-style-type: none"> • Provide expert, authoritative and evidence based advice • Deliver operational tools to meet the organisation's strategic needs • Undertake research to assist in the identification of gaps, issues and future needs require to meet operational targets and strategic needs • Engage and coach leaders to develop their skills in the implementation of culture and change initiatives |
| Team Members | <ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability for the delivery of projects • Negotiate and resolve conflicts in a way which upholds team values • Support projects lead by other team members, offering advice and resources openly as required for team success • Proactively discuss projects and issues, welcome conflicting views and different opinions to create a robust planning environment • Make evidence based decisions |
| People, Performance & Capability Division | <ul style="list-style-type: none"> • Provide leadership, guidance and support • Set strategic direction and operational plans in consultation with relevant stakeholders • Develop capability of the wider team in strategic planning • Enable successful implementation of initiatives through involvement of key stakeholders in design and development. Support implementation and delivery through operational team resources • Support projects led by other pillars leveraging on capability across the PPC team to achieve group goals. • Call on expertise within the wider division to support strategic culture and change projects • Engage to monitor trends, performance and progress against the strategic plan and evaluate further support which may be required to ensure delivery against the plan • Where a reporting line is in place, set performance requirements and manage performance and development |
| Experts within the business | <ul style="list-style-type: none"> • Engage with professionals within the organisation to provide expertise, analysis, and perspective to ensure robust design and delivery of projects. This may include seconding resources for a period of time. |
| Employees | <ul style="list-style-type: none"> • Deliver operational tools which are value-add for the organisation • Consider the employee experience in all projects, engage in transparent consultation, and take a considerate and sensitive approach to managing people through times of change. • Treat all employees as valued customers and aim to deliver tools which enhance the employee experience, culture and embodiment of ANSTO's values. |

| External | |
|--------------------------------|--|
| External Experts | <ul style="list-style-type: none"> Engage with experts in their field to provide advice on the identification, design and delivery of key projects. |
| Regulators | <ul style="list-style-type: none"> Proactively engage with regulators during periods of change, engaging their expertise in the design stages and seek opportunities to enhance relationships with regulators through consultation. |
| Agencies and Industry Partners | <ul style="list-style-type: none"> Proactively develop high quality relationships, provide advice and expertise and engage in communities of practice to enhance ANSTO's reputation in delivering high quality people outcomes. |

POSITION DIMENSIONS

| Staff Data | |
|-------------------|--|
| Reporting Line | Reports to the Director People Strategy & Performance |
| Direct Reports | OD Consultants x 3 |
| Indirect Reports | As Project Leader/Manager will project manage all people resources as directed by the Group Executive. |

| Financial Data | |
|-----------------------|-----|
| Revenue / Grants | Nil |
| Operating Budget | |
| Staffing Budget | |
| Capital Budget | |
| Assets | Nil |

| Special / Physical Requirements | |
|--|---|
| Location: | Lucas Heights Working in different areas of designated site/campus as needed |
| Travel: | May be required travel to ANSTO sites from time to time |
| Physical: | Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking |
| Hours: | Willingness to work extended and varied hours based on operational requirements |
| Clearance requirements: | Satisfy ANSTO Security and Medical clearance requirements |

| Workplace Health & Safety | |
|--|--|
| Specific role/s as specified in AG-2362 of the ANSTO WHS Management System | All Workers Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties |

KNOWLEDGE, SKILLS AND EXPERIENCE

- Degree in organisation development, psychology Human Resources or related tertiary qualifications and/or relevant practitioner experience across a range of Organisation Development functions
- Extensive experience in progressive organisational development or a related field.
- Experience working in an Organisation Development or Human Resources leadership role within complex organisations and with diverse workforces.
- Certification in a relevant organizational development / change management program is desirable.

- 5. Experience leading the program management of organisation development initiatives.
- 6. Leadership and coordination skills and experience with the capacity to negotiate and manage project resources.
- 7. Demonstrated written and verbal communication skills, including developing effective stakeholder relationships, communicating with influence, and negotiating effectively.
- 8. Excellent planning and organisational skills.
- 9. Strategic and creative thinking skills with a proven capacity to develop innovative solutions to complex, multi-faceted People and Organisational issues.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

| Line Manager | | Delegated Authority | |
|---------------------|--|----------------------------|--|
| Name: | Gavin Kable | Name: | Gavin Kable |
| Title: | Director People Strategy & Performance | Title: | Director People Strategy & Performance |
| Signature: | | Signature: | |
| Date: | | Date: | |