<table>
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<tr>
<th><strong>Position Title</strong></th>
<th>Manager, Organisational Capability</th>
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<tr>
<td><strong>Position Number</strong></td>
<td>8324</td>
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<tr>
<td><strong>Position Classification</strong></td>
<td>HEW Level 10</td>
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| **Organisational Unit** | Office of People and Capability  
University Operations |
| **Location** | Casuarina |
| **Tenure** | Continuing full-time appointment |
| **Responsible to** | Deputy Director, People Strategy & Capability |
| **Employment Conditions** | **Remuneration Package – HEW Level 10**  
Base salary of $107,213 - $119,052 per annum plus superannuation employer contribution of 17%.  
District Allowance may apply.  
Conditions include 6 weeks annual leave. |

**Business Unit Environment**
The Office of People and Capability (OPC) is a key service provider to the University, critical to achieving strategic goals through people. This cannot be done without high levels of staff energy, skills and cooperation. The OPC assists University leadership to develop the culture and systems for people to flourish and contribute to their full potential. To do this, OPC provides the full range of people management services to all CDU managers and staff and proactively develops the external relationships with the community of potential applicants, regulatory bodies and service providers. OPC helps advance key people strategies including attraction and retention, reward and recognition and wellbeing. It offers HR services in partnership with managers and staff including training and leadership development, recruitment, business analytics, payroll, emergency management, safety, wellbeing and employee relations.

**The Role**
The Manager Organisational Capability advises the University Executive on organisational development, leadership and capability building in order to support and achieve the University strategic objectives. The role leads a small team which designs, delivers and evaluates programs and initiatives to develop the organisational culture, leadership capability and to respond to emerging issues and priorities; the Manager also seeks to minimise risk by putting in place an adequate compliance training program. The Manager Organisational Capability and the team form an important part of an integrated service to the leaders and staff of the University.

**Key Accountabilities**
The following Key Accountabilities are not exhaustive and may include others from time-to-time.

**Strategic Leadership**
- Lead the planning, stakeholder engagement and implementation of University-wide and  
  Faculty/Division specific projects aimed at building organisational effectiveness and supporting  
  successful cultural change.
- Design, implement and evaluate a wide range of strategies and programs to improve the leadership  
  skills within the University at all levels, and to respond to emerging priorities.
• Assist the Executive of the University to determine the most effective organisational development and training initiatives for all levels of the organisation to support University strategic directions.
• Coach and lead the L&D team to deliver a high quality leadership and professional development strategy.
• Work across OPC, particularly with the Client Services teams and Employee Relations to develop an integrated, innovation focussed service.

Customer Service
• Provide in-depth consultation and advice to managers aimed at delivering people solutions aligned to the University strategy and specific Faculty/Division or Office objectives.
• Develop and/or work in collaboration with external partners to design and implement customised programs and/or initiatives that align with the organisational strategy, compliance needs and values.
• Enhance and optimise leadership potential and performance through in depth consulting, development support and/or program design.
• Work in partnership with the leadership of OPC to support the implementation of organisation wide change initiatives.

Liaison and Communication
• Build and maintain relationships with key internal clients, stakeholders and external providers.
• Manage relationships with external providers for the benefit of the University.
• Work constructively with the senior team in OPC to deliver an integrated service to managers.

Knowledge and Proficiency
• Knowledge and expertise in the implementation of contemporary approaches to leadership development, organisational capability building and culture change.

Key Selection Competencies
1. Education, training and/or relevant experience equivalent to a completion of a degree in Human Resources or related area.
2. Experience in designing and managing organisation-wide programs/projects aimed at improving organisational effectiveness.
3. Demonstrated ability to develop leadership capability.
4. Practical experience in developing and evaluating performance culture and change initiatives.
5. Developing, implementing and embedding initiatives to support learning and skills transfer.
6. Building and managing relationships with stakeholders at all levels of the organisation and with external suppliers.
7. Designing, developing and facilitating learning and development programs.
8. Demonstrated commitment to leading for the highest quality of customer service, working in partnership with clients to find workable solutions.

Desirable Selection Competencies
1. Understanding of the University environment.
2. Experience in successfully leading a small team.
Closing date: 29 March 2016

CONTACT DETAILS
Enquiries regarding this position can be directed to Leonie Sacilotto – Executive Assistant - OPC on 08 8946 6944.

SUBMITTING AN APPLICATION
Applications should clearly state which position you are applying for and include a CV and covering document that addresses your strengths in relation to this role, and the Selection Competencies.

All applications can be emailed to Leonie Sacilotto - Executive Assistant, OPC at directorpc@cdu.edu.au. Enquiries are directed to 08 8946 6944.

Please note: Emailed applications will only be accepted for these HR vacancies to ensure the strictest of confidentiality for all applicants. Applications for any other vacancies need to be submitted through the CDU Jobs@CDU website and follow the online application process.

ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE ARE STRONGLY ENCOURAGED TO APPLY

The University reserves the right not to proceed in making an appointment or to appoint by invitation.
The University is an Equal Opportunity Employer and maintains a smoke-free environment.