

Eastern Health

POSITION DESCRIPTION

Position Title:	Organisational Development Lead (Leadership and Talent Programs)
Award Classification:	HS4
Award / Agreement Name:	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2016 - 2020
Position Reports to:	Associate Director, Leadership and Talent

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs. *‘Being part of Eastern Health is being part of a welcoming team of healthcare experts’* is achieved through Eastern Health’s strategic goal of HEALTHIER TOGETHER.



1. POSITION PURPOSE

This position is responsible for the design and delivery of Organisational Development programs, specifically the design, development, facilitation and impact measurement of leadership capability and talent management initiatives that support delivery of Eastern Health's priorities and people promise.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Lead and manage programs of work aligned to the Leadership and Talent portfolio in the Organisational Development team. The **OD Lead** manages a portfolio of work that may change in accordance with strategic requirements and people promise priorities.
- Design and deliver end-to-end leadership, learning, talent and workforce initiatives that support future workforce needs, talent development and succession planning.
- Design and facilitate leadership development and learning programs that are practical, evidence-based, and focused on building leadership capability at all levels, while creating a high-quality learner experience.
- Establish and maintain evaluation approaches and frameworks to measure the impact and sustainability of leadership and workforce initiatives
- Collaborate with senior leaders, business partners, key workforce groups and other relevant stakeholders to create buy-in and engagement with OD programs
- Maintain relationships with technical specialists, vendors and subject matter experts to support, scale and embed modern and fit-for-purpose programs as required.
- Ensure broader P&C work is supported with relevant OD toolkits and processes, to support delivery of the people promise, that positions Organisational Development as a Centre of Expertise and ensures a high level of credibility, rapport and influence across the organisation.
- Role model the Eastern Health values and ensure they are reinforced and embedded in all OD programs, strategies and processes.
- Undertake other related tasks to support the OD team, as required by the Associate Director, Leadership and Talent

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour, and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination

against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- **Demonstrated expertise in facilitating** workshops and learning and development programs, including leadership development, capability building programs and co-design sessions that are engaging, inclusive and outcome-focused.
- **Demonstrated project management capability**, including the ability to effectively scope, plan and deliver programs of work on time, within budget and to a high standard. This includes facilitating planning sessions, co-design activities, stakeholder workshops and developing communication plans to ensure alignment on scope, deliverables and expectations.
- **Proven ability to build strong partnerships** across diverse stakeholder groups to understand requirements, outcomes and identify appropriate solutions in a complex environment.
- **Excellent written and verbal communication skills**, including the ability to navigate challenging conversations with senior leaders and peers, while tailoring messaging to diverse audiences and building credibility quickly.
- **Experience leading and implementing large-scale OD and change initiatives** in a complex environment, sustaining change over extended periods of time.
- **Demonstrated ability to use data to make informed decisions**, synthesize information to prepare reports and measure the effectiveness of solutions to continuously improve outcomes.
- **Excellent ability to diagnose problems** and develop quality solutions using human centred design principles (design thinking).
- **Demonstrated knowledge in across domains of the employee lifecycle**, particularly leadership and talent development, succession planning, performance management, and capability development.

Essential Qualifications

- Tertiary qualifications in Human Resources /Organisational Development /Organisational Psychology / Education or equivalent experience in a related discipline.

Desirable

- An understanding of the health service environment.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au