

# POSITION STATEMENT

<b>Title:</b>	Senior Manager, Organisational Development	<b>Position no:</b>	7040
<b>Level:</b>	IBA Level 7 (\$141,819 - \$166,166)	<b>Last updated:</b>	April 2022
<b>Location:</b>	Capital Cities	<b>Term:</b>	Ongoing
<b>Program:</b>	Business Services		
<b>Section:</b>	People, Performance & Culture		
<b>Context:</b> <p>Indigenous Business Australia, partners and invests with Aboriginal and Torres Strait Islander people who want to own their future. We go further than provide money; we invest in people, places and ideas that are ready. We help make them real. We're deeply invested in the financial success and economic independence of Indigenous Australians. It's why we exist.</p> <p>We provide a range of services for Indigenous Australians to create wealth and accumulate assets, take up investment opportunities, create business enterprises that provide additional employment opportunities, and to purchase homes. We achieve these outcomes by applying a commercial focus, and by building mutually respectful and productive partnerships with Indigenous Australians, government, non-government and private sector organisations.</p> <p>Our staff are invested, informed, responsive, respectful and connected.</p> <p>The Business Services branch is dedicated to supporting IBA achieve its people and performance goals and organisational objectives. We do this through the delivery of a wide range of services that support other IBA teams deliver their best possible performance every single day. Our team members are professional, honest and ethical. We strive for excellence and continuous improvement in all that we do.</p>			
<b>Role:</b> <p>The Senior Manager, Organisational Development is a key leadership position within the Business Services branch.</p> <p>The role's key objective is to lead organisational development through the design, implementation and review of strategic initiatives in line with IBA's Corporate and Strategic Plans.</p> <p>This includes assisting IBA Executive to identify, develop and retain talented people through succession management and workforce planning.</p> <p>To be successful in the role you will:</p> <ul style="list-style-type: none"><li>• Possess a sound knowledge, understanding and experience in organisational development and workforce planning strategy, keeping abreast of current trends and best practice.</li><li>• Effectively manage and steer projects to support individual and organisational performance.</li><li>• Provide support and sound advice to IBA Executive, Managers and staff on a range of strategic organisational development and workforce planning issues.</li></ul>			

- Build good working relationships with internal and external stakeholders and represent IBA at various forums.
- Work effectively with other managers and staff within Business Services to achieve broader Branch objectives.

**Duties:**

- Develop and drive a performance culture for IBA that supports greater employee engagement, improved productivity, talent identification and succession planning. Including through the review of IBA's approach to performance management and reward & recognition.
- Design, implement and maintain organisational development policies and initiatives to meet current and future organisational objectives.
- Develop and drive a workforce plan for IBA.
- Lead the development and implementation of IBA's Indigenous Employment Strategy and Diversity and Inclusion Strategy.
- Collaborate with IBA's HR team to design and drive IBA's learning and development plan, competency framework and capability framework.
- Facilitate change management and communicate strategies as they relate to the execution of organisational development. Including overseeing the building of change awareness and change capability across the organisation.
- Act as a trusted adviser and business partner to IBA programs by designing and delivering solutions to address organisational development and workforce planning needs.
- Work effectively with other managers and staff within Business Services to achieve broader Branch objectives.
- Other duties as required.

**Required capabilities:**

These are essential unless otherwise indicated.

**Knowledge**

- Well-developed knowledge of strategic human resources functions complemented by a range and depth of relevant practical experience in the public and/or private sector.
- Tertiary qualifications in Human Resources or relevant field, and professional membership of AHRI desirable but not essential.

**Skills and Attributes**

- Demonstrated achievement in development and implementation of strategy, policies and practices aligned to current and future organisational needs.
- High level interpersonal skills, demonstrated by abilities to build and maintain productive working relationships, liaise and negotiate sensitively and effectively with others, including with Indigenous groups and individuals; Board members and the Executive, managers and staff.
- Excellent communication including written skills comprehending the ability to adapt to the audience, producing strategies, high level briefings (to the Minister, Board and the

Executive), correspondence on behalf of the organisation, reports on complex and/or sensitive issues, and communicating with staff.

- Demonstrated ability to lead, to organise, prioritise, and monitor workflows, maintain standards and deliver on objectives within budget and deadlines to a standard that meets or exceeds standards, including supervising and coaching others.
- Demonstrated personal drive and integrity; reflected in the ability to juggle competing priorities and model IBA's values and behaviours.

**Reference documentation:** [www.iba.gov.au](http://www.iba.gov.au)

- About Us - Our Values
- About Us - Working at IBA
- About Us - News and Publications - Annual Reports

**Further enquiries:** Jillian Campbell 07 3008 8322 or [Jillian.Campbell@iba.gov.au](mailto:Jillian.Campbell@iba.gov.au)

**Applications:** email to [ibarecruitment@iba.gov.au](mailto:ibarecruitment@iba.gov.au) or  
mail to: IBA Recruitment, PO Box 650, Fyshwick ACT 2609

- Application Coversheet
- Resume
- Maximum 800 words addressing the selection criteria

Please note that applications not accompanied by the Application Coversheet available from our website or sent directly to the enquiry officer will not be accepted.

**Closing date:** 17 August 2022