JOB DESCRIPTION
TELETHON KIDS INSTITUTE

Why is this Job Description being written?	☒ New Position ☐ Replacement Position ☐ Position re-designed ☐ Position not previously described

POSITION DETAILS:	**Position Title:**	**LEADERSHIP AND ORGANISATIONAL DEVELOPMENT BUSINESS PARTNER**

RFA:	NA		**Research Group:**	People & Culture

Position reports to: (role)	Manager, Leadership & Organisational Development

Location: *include all possible locations*	100 Robert Road Subiaco.

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

Reporting to the Manager, Leadership & Organisational Development, the position is responsible for supporting strategic projects and training, professional development and leadership programs and initiatives at the Institute, in addition to coaching and mentoring of teams, staff and students.

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

Key Position Accountabilities What are the main areas for which the position is accountable	*% of Total Role*	*Inputs:* What are the key activities or tasks to be carried out?	*Outputs:* What are the expected end results?	*Measures:* How it is measured

| Organisational Development Business Partnering | 70% | • Manage and/or undertake strategic organisational development projects in line with Institute objectives
• Support the development of the Leading with Purpose, Emerging Leaders and other professional development programs and initiatives
• Assist the Manager, Leadership & Organisational Development in the building leadership capacity within the Institute
• Develop and deliver professional development workshops for teams, staff and students
• Coach, mentor and develop staff and students
• Contribute to career development programs
• Manage and/or undertake the development and delivery of the early and mid-career research mentoring program
• Manage and/or undertake the development and delivery of equity programs (e.g. Athena SWAN and Aboriginal Employment and Career Development)
• Coordinate the Supporting Leading Researchers Program and Support Emerging Leading Researchers Program
• Support learning groups, peer support, collective voice
 ○ Support Student Circle initiatives – e.g. two-day residential student development program, student symposium, career development sessions
 ○ Support Early-Mid Career researcher initiatives
 ○ Resource and develop workshops for students, researchers and staff | • Delivery of contemporary and best practice leadership and professional development initiatives at the individual, team and organisation level in line with Institute objectives
• Increase leadership capacity amongst teams and individual staff at all levels in the Institute
• Development and staff awareness of leadership and training programs and the associated benefits
• Effective development, management and delivery of strategic projects and initiatives
• Development and awareness of the programs and the benefits
• Effective coaching and mentoring support is provided to staff and students
• Institute recognition of career progress
• Contribution to the Institute's training calendar
• Develop and implement bespoke workshops | • Organisational Development projects achieve Institute objectives
• Successful delivery of training and professional development programs at the individual, team and organisational level
• Extent of team, staff and student participation in leadership and professional programs and initiatives
• Formal and informal feedback from teams, staff and students that participate in leadership and professional development programs and initiatives against KPIs
• Formal and informal feedback from participants of training and professional development workshops
• Formal and informal feedback from participants of Leading with purpose, Emerging Leaders and Mentoring Programs |

				• Extent of involvement and feedback from students and EMCRs in relation to Institute initiatives • Staff and student attendance at training/workshops
Student Program	15%	• Support the Institute's student program in collaboration with the Student Leadership Group in alignment with Institute objectives • Coach, mentor and development students as required • Provide professional advice, support and advocate for students and supervisors	• Professional advice and support provided to students	• Successful delivery of student events in line with stated objectives • Formal and informal feedback from key stakeholders • Customer service
Administration and Database management	10%	• Support the Coordinator, Leadership & Organisational Development with database management and student/staff related record keeping.	• Regular completion and distribution of minutes. • Development of student Handbook • Accurate Institute Student Database Reports • Accurate Institute Board Reports • Regular Institute website updates • Website FAQ's	• Formal and informal feedback from Students • Accuracy of minutes • Timely and accurate completion of Student and Supervisor Handbook • Accuracy of database and reports. • User friendly and accurate reports
Other	5%	• Other duties as required		

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	Bachelor Degree in relevant discipline
Skills, Knowledge & Experience:	• 5-7 years' experience in a learning and development/organisational development role, including the development, management and implementation of contemporary coaching, training and team development initiatives • Proven high level knowledge and experience in project management and delivery of required outcomes in accordance with specified timelines • Demonstrated high level knowledge and experience building relationships with internal and external stakeholders, preferably in a university/academic environment • Well-developed communication and interpersonal skills to deliver information to a broad range of stakeholders at all levels of the Institute: (e.g. researchers, clinicians, funding bodies, professional staff) • Demonstrated ability to think strategically; be able to identify future needs of the internal and external stakeholders and develop appropriate organizational responses • Demonstrated ability to anticipate and resolve problems; be proactive and initiate action to deal with issues when they arise • Demonstrated computer proficiency with MS Office suite, Outlook

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Skills, Knowledge & Experience:	Experience with Microsoft Access

SCOPE:

Financial accountability: Does this role have accountability for a budget?

• nil

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports	0	No. of indirect reports	0

Next level of supervision			Director Corporate Services			

Other roles reporting to immediate supervisor		Manager, People & Employee Relations	Manager, Learning & Organisational Development	Manager, Onboarding & Projects		

Direct reports (role x no.)			Learning & Organisational Development Coordinator	Learning & Organisational Development Business Partner		