

<b>POSITION TITLE:</b>	<b>Head of People Capability</b>	<b>CLASSIFICATION:</b>	<b>Band 8</b>
<b>REPORTS TO:</b>	<b>Manager - People, Culture &amp; Safety</b>	<b>DIRECTORATE</b>	<b>Organisation Capability</b>
<b>DEPARTMENT:</b>	<b>People, Culture &amp; Safety</b>	<b>TEAM:</b>	<b>People Capability</b>

#### OUR STRATEGIC CONTEXT



<b>PURPOSE</b>	Our organisation is accountable, sustainable, and delivering effective services to our community.
<b>VISION</b>	Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.
<b>VALUES</b>	Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.
<b>COUNCIL PLAN</b>	A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.


#### HOW YOUR ROLE CONTRIBUTES

The **Head of People Capability (HPC)** plays a key leadership role within the People & Culture (P&C) team, advancing Stonnington's commitment to Diversity, Inclusion, and Organisational Development. This position is responsible for designing and implementing a comprehensive strategy for Organisation & Development and Diversity & Inclusion alongside organisation-wide employee development and capability programs across a diverse workforce. These initiatives are aimed at enhancing the organisation's capacity to foster the right culture and build the necessary skills now and into the future, positioning Stonnington as an employer of choice.

By leveraging data-driven insights to track progress, the HPC acts as a catalyst for positive change, reinforcing the commitment to creating an environment where diverse talents can thrive. This role ensures that all employees are empowered to contribute to their fullest potential, ultimately driving individual, team and organisational success.

RESPONSIBILITIES	KEY OUTCOMES
<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>➤ Create and communicate a clear vision for organisational development, diversity, and inclusion that aligns with the organisation's strategic goals.</li> <li>➤ Inspire and motivate teams across the organisation to embrace diversity and inclusion as core values, fostering a culture of belonging and engagement.</li> <li>➤ Develop and implement frameworks for effective leadership at all levels, ensuring leaders are equipped to drive cultural change and promote inclusive practices.</li> <li>➤ Champion cross-departmental collaboration to integrate DEI initiatives into all business functions, ensuring cohesive organisational growth.</li> <li>➤ Serve as a mentor and coach to leaders, providing guidance on best practices in leadership development, talent management, and employee engagement.</li> <li>➤ Implement, evaluate, and report on the effectiveness of leadership programs and initiatives, making data-driven recommendations for continuous improvement.</li> </ul>
<b>Diversity and Inclusion</b>	<ul style="list-style-type: none"> <li>➤ Lead the strategic direction of workforce diversity, equity, and inclusion initiatives, ensuring alignment with internal objectives and legislative requirements.</li> <li>➤ Design, develop and implement key strategies and KPIs to integrate DEI principles into organisational practices and policies.</li> <li>➤ Design and deliver advocacy programs, training, events, and partnerships that promote cultural reform efforts aligned with the D&amp;I strategy.</li> <li>➤ Regularly consult and engage with all levels of the organisation on diversity, equity, and inclusion initiatives.</li> <li>➤ Provide progress reports and recommendations to the Executive Leadership Team on DEI status and best practices.</li> <li>➤ Oversee compliance with the Australian Government's Gender Equality Action Plan (GEAP) and set measurable objectives for assessing DEI effectiveness</li> </ul>

<p><b>Organisation Development</b></p>	<ul style="list-style-type: none"> <li>➤ Lead the design and implementation of Organisation Development initiatives that enhance overall organisational effectiveness and align with Stonnington’s mission and values.</li> <li>➤ Develop a comprehensive learning strategy that addresses organisational needs and employee aspirations, promoting continuous improvement.</li> <li>➤ Create competency models and curriculum that support professional development across various roles within the organisation.</li> <li>➤ Create and facilitate leadership development programs that cultivate the skills and capabilities of future leaders and executives.</li> <li>➤ Collaborate with the People and Culture Business Partnering team to implement talent and succession planning processes to ensure a diverse and capable workforce ready to meet future challenges.</li> <li>➤ Conduct assessments and reporting on organisational effectiveness, employee engagement, and development needs to inform strategic decision-making.</li> <li>➤ Advise Managers and the Executive Team on ‘leading edge’ organisation and people development practices, including providing thought leadership, innovative solutions to new problems and opportunities in relation to people development improvement initiatives.</li> <li>➤ Lead and/or participate in projects that investigate ways to improve the delivery of organisational development activities; respond to feedback and deliver strategic initiatives designed to provide service excellence to the business.</li> </ul>
<p><b>Learning and Development</b></p>	<ul style="list-style-type: none"> <li>➤ Lead the development and delivery of engaging learning programs that cater to a geographically dispersed and diverse workforce and enhance employee skills.</li> <li>➤ Design training and awareness programs that address key organisational issues and promote a culture of learning.</li> <li>➤ Conduct regular employee engagement surveys and focus groups to gather feedback and refine learning initiatives and gender equality data.</li> <li>➤ Foster an inclusive workplace culture through initiatives such as employee resource groups (ERGs).</li> <li>➤ Continuously enhance the Staff Development Program (SDP) to ensure its relevance in driving performance and improving the overall employee experience.</li> <li>➤ Provide leadership and guidance to the People Capability Advisor in coordination and delivery of these programs as required.</li> <li>➤ Manage the budget and resources related to these projects and implement, ensuring effective consultation and delivery.</li> </ul>

<p><b>KEY WORKING RELATIONSHIPS</b></p>	
	<p><b>Direct reports:</b> People Capability Advisor and Diversity &amp; Inclusion Advisor</p> <p><b>Internal:</b> P&amp;C team, Manager and Directors, all Stonnington employees, and various committees</p> <p><b>External:</b> Industry Partners, Regulatory Bodies, Educational institution, professional networks, community organisation, other Councils</p>

<p><b>REQUIRED EXPERIENCE, SKILLS, AND COMPETENCIES</b></p>	
<p>Qualifications, skills, and experience</p>	<ul style="list-style-type: none"> <li>➤ <b>Educational Background:</b> Degree in Human Resources Management, Organisational Psychology/Development, business Administration or a related field.</li> <li>➤ <b>Professional Experience:</b> Over 5 years of proven managerial experience in leading a team across Diversity &amp; Inclusion (D&amp;I), Learning &amp; Development (L&amp;D), Organisational Development (OD), or Capability Management.</li> </ul>

- **Change Leadership:** Demonstrated expertise in leading innovative organisational change initiatives and fostering a culture of adaptability.
- **Strategic Development:** Proven track record in developing and implementing organisation-wide strategies and initiatives across D&I, OD & L&D
- **Coaching Skills:** Strong ability to coach leaders and teams to enhance performance and build capabilities. Ability to build trust, to listen and provide excellent advice to Managers and team members across the organisation.
- **Analytical Expertise:** Proficient in data analysis, benchmarking, trend identification, root cause analysis, impact assessment, survey design, policy evaluation, reporting, stakeholder engagement, and forecasting to effectively drive and measure organisational initiatives.
- **Communication Proficiency:** Exceptional verbal and written communication skills, with the ability to produce high-quality and engaging presentations, reports, policies, and action plans. Communicates with influence, including the ability to understand and adapt to the audience to gain support and commitment.
- **Critical Thinking:** Demonstrated capacity for critical thinking, ensuring accuracy and identifying opportunities for continuous improvement.
- **Relationship Building:** Ability to build relationships and influence stakeholders at all organisational levels.
- **Organisational Skills:** Well-developed organisational and time management skills, with the ability to prioritise tasks and meet deadlines effectively.
- **Technology Proficiency:** Strong understanding of various software applications (e.g., HRIS, LMS), data management systems, and emerging technologies. The ability to integrate and manage technology solutions to enhance organisational efficiency and effectiveness.
- **Local Government Knowledge:** Experience in local government settings is advantageous.
- **Licensing and Background Checks:** Current Victorian driver's licence, ability to complete a satisfactory police check, and a current Working with Children Check (WWC).

## WHAT WE ARE ALL RESPONSIBLE FOR



<b>Workplace Health, Safety and Wellbeing:</b>	We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.
<b>Diversity, Equity, and Inclusion:</b>	We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.
<b>Code of Conduct:</b>	We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.
<b>Service Promises:</b>	We Empathise   We are Responsive   We are Transparent   We are Consistent   We Follow Through
<b>Safeguarding Children and Young People:</b>	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers, and Councillors have a legal and moral obligation to keep children safe and promote their best interests.
<b>Sustainability:</b>	We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

**Review date:** November 2024