



Role Description

Title:	Manager: Workforce Capability	Location:	Toowoomba Catholic Schools Office
Reports to:	Director: People and Engagement Services	Classification:	PO6
Directorate:	People and Engagement Services	Tenure:	Continuing full time

1. Purpose

The Manager: Workforce Capability works collaboratively and independently under the delegation of the Director: People and Engagement Services to lead the functions of Organisational Development and Professional Learning and the teams under each, for Toowoomba Catholic Schools (TCS). The role holder leads and supports change, provides high level, proactive and strategic advice on organisational development and professional learning matters. In addition, the role holder will lead and build – with the support of the Team Leader Professional Learning and Team Leader Organisational Development – a high performing workforce capability team to deliver innovative and future focussed advice, design and implementation of organisational development and professional learning programs and initiatives across TCS.

2. Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith
- relevant tertiary qualification in Human Resources / workforce planning / workforce transformation / organisational development/ organisational psychology or a related field or a minimum of 5 years' experience in similar senior role
- advanced experience working with the Microsoft suite of products, including Office 365
- a proven ability to lead and manage the development, implementation and review of workforce capability, professional development and attraction and retention strategies, programs and initiatives.
- advanced communication, relationship building and influencing skills with the proven ability to engage, collaborate with, and influence a range of internal and external stakeholders to achieve strategic objectives
- a current Class C driver licence and the willingness to travel
- a current working with children check (Blue Card), or the willingness and ability to obtain one prior to commencement

Desirable

- significant experience leading the function of workforce capability including professional learning and organisational development and/or working as a Manager Workforce Capability or in a similar role.

3. Key result areas

- 3.1 Across the areas of workforce capability, provide high-level contemporary, proactive and strategic advice and operational management support to the Director: People and Engagement Services

- 3.2 Lead the implementation of the workforce capability strategic and operational activity for TCS, including the delivery and evaluation of capability initiatives that are in line with the TCS strategic plan and integrated strategies – with a significant focus on workforce strategy
- 3.3 Lead the process of strategic capability planning to define TCS' approach to developing and shaping its workforce, including the development of professional learning programs and content which supports this
- 3.4 Lead both the management of the learning management system and the development and delivery of system-level professional learning programs for TCS staff which are relevant, of high quality and deliver outcomes
- 3.5 Build strategic partnerships with leaders within TCS and across the industry to create and deliver strategic initiatives and solutions that foster an engaged and sustainable workforce and support the implementation of the TCS Workforce Strategy
- 3.6 Manage and maintain the workforce capability budget
- 3.7 Collaborate and communicate with others to ensure that high professional standards are met
- 3.8 Contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.9 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4. Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5. Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties Statement

Manager: Workforce Capability

3.1 Across the areas of workforce capability, provide high-level contemporary, proactive and strategic advice and operational management support to the Director: People and Engagement Services

- develop and maintain a workforce strategy in consultation with key stakeholders across TCS to inform future capability priorities, activities, interventions and programs which achieve and deliver against integrated strategies and strategic priorities
- undertake workforce planning focusing on establishing effective career and employment pathways within TCS in order to sustain the supply of a capable and engaged workforce.
- lead the development, review and evaluation of professional learning policies, procedures, guidelines, and frameworks for TCS
- represent and advocate on behalf of, TCS, within, and at, Diocesan wide meetings and forums as required.

3.2 Lead the implementation of the workforce capability strategic and operational activity for TCS, including the delivery and evaluation of capability initiatives that are in line with the TCS strategic plan and integrated strategies – with a significant focus on workforce strategy

- lead the process of strategic capability planning to define TCS' approach to developing and shaping its workforce
- lead the development and implementation of workforce capability initiatives and programs which are informed by workforce analytics data as well as actively look to identify opportunities to develop and implement capability and other workforce strategy initiatives within TCS
- develop and implement effective key performance indicators (KPIs) and performance metrics to measure the effectiveness of professional learning programs including their content and the effectiveness of their delivery and accessibility for TCS staff
- apply comprehensive and contemporary knowledge of workforce trends and best practice people solutions across the functions of organisational development and professional learning, providing analysis and advice to meet the workforce capability needs of TCS
- monitor and act on, emerging themes and trends in TCS' cultural maturity to inform best practice and most effective organisational development strategies
- monitor, report and evaluate the impact and success of TCS workforce strategy initiatives, including providing quality reports to the Executive Leadership Team (ELT) and other key stakeholders as required.

3.3 Lead the process of strategic capability planning to define TCS' approach to developing and shaping its workforce and the development of professional learning programs and content which supports this

- lead and coordinate the professional learning calendar
- lead and coordinate staff induction programs in consultation with the other TCSO directorates
- develop and deliver key reports at an operational and strategic level in relation to the professional learning calendar and programs and training within it
- measure and evaluate the effectiveness and suitability of professional learning programs and initiatives across TCS in supporting workforce capability, an engaged and supported workforce and against the TCS strategic plan
- develop and implement leadership frameworks and professional development policies, procedures, and guidelines to grow leadership capability across TCS
- develop, implement and coordinate leadership development programs across TCS.

manage research and analysis activities and monitor trends into best practice approaches to workforce capability management and professional learning – including the development of professional learning content and the delivery of content.

3.4 Lead both the management of the learning management system and the development and delivery of system-level professional learning programs for TCS staff which are relevant, of high quality and deliver outcomes

- ensure that all legislative and regulatory professional development and training requirements are met for all staff
- lead the development and delivery of system-level professional learning programs and their content for all TCS staff as required
- provide oversight – by way of a regular review of training programs and their content – to ensure that they meets required legislative obligations
- develop and promote the use of e-learning strategies and software to enhance the availability and impact of asynchronous learning
- utilise and lead industry best practice to develop and deliver engaging professional development programs for leaders
- evaluate the efficacy of the PLMS in the management and coordination of professional learning activities
- provide professional and high-level guidance and leadership to the professional learning team in the management of the TCS learning management system
- provide professional guidance and expert advice on the creation and/or sourcing of relevant and engaging e-learning content for the TCS learning management system
- engage and lead discussions with relevant internal and external stakeholders in the management of the TCS learning management system and its content, including with learning management system providers
- provide advice and leadership in the development and delivery of hybrid professional learning for both students and staff.

3.5 Build strategic partnerships with leaders within TCS and across the industry to create and deliver strategic initiatives and solutions that foster an engaged and sustainable workforce and support the implementation of the TCS Workforce Strategy

- develop and maintain effective relationships and partnerships with both internal and external stakeholders which deliver required outcomes from the TCS strategic plan
- in collaboration with key stakeholders, develop contemporary solutions to meet teacher and other professional accreditation requirements
- contribute to the quarterly Leadership Forum agenda when required, including the delivery of professional learning activities which provide an awareness of, promote, and equip leaders across TCS on workforce capability initiatives
- collaborate with Senior Education Leaders (SELs) to ensure that the professional learning needs of principals and other senior leaders are met
- develop programs and networks which aim to identify and develop the capability of emerging leaders within TCS
- collaborate with other leaders to develop highly effective solutions to workforce sustainability, including forward planning and forecasting future needs
- collaborate in joint projects and initiatives with key stakeholders as required
- identify strategic partners and opportunities for engagement to develop positive and productive working relationships to achieve mutually beneficial outcomes and create improvements and implement change
- research and analyse data to forecast, understand, document and plan for, future workforce requirements.

3.6 Manage and maintain the workforce capability budget

- manage and maintain the allocated budget for Workforce Capability including staffing allocation, expenditure on professional e-learning content, learning management system licensing and other expenses which fall within the scope of the role
- ensure expenditure is in line and consistent with the allocated budget for workforce capability
- follow and ensure financial delegations are observed in the approval of expenditure within or outside of the allocated budget for Workforce Capability
- provide regular updates to the Director: People and Engagement Services regarding the current status of the budget for Workforce Capability.

3.7 Collaborate and communicate with others to ensure that high professional standards are met

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks with internal and external stakeholders and work collaboratively with stakeholders

3.8 Contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)

- contribute as a member of the People and Engagement Services directorate to achieve the strategies set out in the TCS Strategic Plan and integrated strategies
- participate fully in annual goal setting, monitoring and review of performance in collaboration with the Director: People and Engagement Services
- attend and contribute to professional development and team days as appropriate
- document and report on the progress of initiatives in the TCS Strategic Plan and integrated strategies as required

3.9 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- the employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement
- any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment