

# Organisational Development Coordinator

## Purpose | Te arotahi mātua

The Organisational Development (OD) Coordinator works with and alongside the OD Lead and supports the successful implementation of the organisational development programme of work, which supports the Taranaki Regional Council.

This role will have an understanding of the organisational development projects and will be committed to the supporting the implementation, training and socialisation of OD initiatives.

## Role dimensions | Te ahu mahi

Responsible to: Organisational Development Lead  
Responsible for: Nil  
Primary location: Stratford  
Job context: Fixed Term  
Position grade:  
Position number:

## Organisational context | Te horopaki whakahaere



## Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and their People Leader/Manager as part of the performance development process.

### **Organisational Development Projects**

- Support the successful implementation of agreed Organisational Development (OD) activities under the guidance of the OD Lead. This work may include performance appraisal, policy and processes, skills and capabilities pathways, capability growth, staff training and culture.
- Collaborate and create guidance and training resources and tools to support implementing and socialising cross organisational programmes.
- Coordinate OD related activities and meetings as needed.
- Research, contribute and collate information needed for the different projects (e.g. HR best practice, HR policies, capability growth etc).
- Support reviewing, analysing and evaluating the success of OD projects and activities roll out.
- Provide support and guidance to teams and individuals according to the OD programme of work.
- Delivering activities relating to the OD programme may be part of the role, depending individual inclination and skill set.
- Proactively promote PaW and OD best practice.
- Provide excellent customer experience to all internal and external stakeholders.

### **Support and back-up**

- Assist with the coordination of organisational development activities.
- Provide support and back-up to the Organisational Development Lead and the People and Wellness team as required.

### **Relationship Management**

- Build and maintain excellent working relationships across the organisation to ensure support is aligned with People Strategy.
- Liaise with appropriate team members to ensure communication flow and information management.







## Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** – Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

## Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

## Personal specifications | Ngā whakaritenga whaiaro

- |                            |  |
|----------------------------|--|
| <b>Qualifications</b>      | <ul style="list-style-type: none"><li>• Preferably a bachelor's degree qualification in a field that is relevant to the specialisation of this role is required</li></ul>  |
| <b>Experience</b>          | <ul style="list-style-type: none"><li>• Have an understanding and capability of introducing and socialising concepts and processes to different audiences</li><li>• Experience in Learning &amp; Development (L&amp;D), Human Resources (HR) or Organisational Development related programme/project delivery</li></ul>  |
| <b>Skills</b>              | <ul style="list-style-type: none"><li>• Excellent communication skills, both written and verbal, with the ability to articulate concepts clearly and concisely</li><li>• Ability to create pragmatic workable solutions</li><li>• Good ability to engage stakeholders</li><li>• Ability to be flexible regarding work tasks</li><li>• Have technical and practical competency relevant to this role's specialisation (e.g. creating e-learning, guides and visuals)</li><li>• Strong process-facilitation and project implementation skills</li><li>• TRC has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with <b>He Pukenga Ara Skills Pathway</b>, and a summary table is included in Appendix 1.</li></ul> |
| <b>Knowledge</b>           | <ul style="list-style-type: none"><li>• Knowledge of relevant IT platforms used in HR, OD and/or L&amp;D is an advantage</li></ul>   |
| <b>Personal attributes</b> | <ul style="list-style-type: none"><li>• A can-do attitude with strong initiative</li><li>• Self-motivated</li><li>• Critical thinking and analytical mind set</li><li>• Open and flexible mind set</li><li>• A problem solver and innovative with solutions</li><li>• Ability to work both independently and collaboratively with cross functional teams when needed</li><li>• A passion to supporting people across the organisation</li><li>• Works well in a dynamic work environment</li><li>• An energetic approach to business success</li><li>• Curiosity to learn, research and explore</li></ul>  |



**Internal**

- PaW team
- Taranaki Regional Council staff

**External**

- Learning and development suppliers and providers
- Service providers and consultants

### Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.





## Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles  
Supporting livelihoods  
Taking Taranaki forward

## Our mission | Tō tātou mīhana

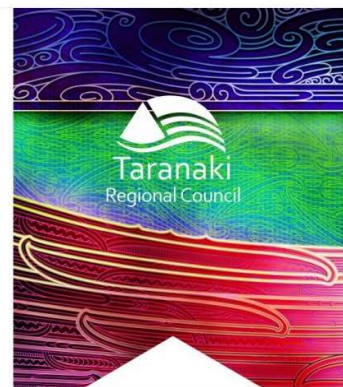
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

## Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.





## Our health and safety | Tō tātou Hauora me te haumaru

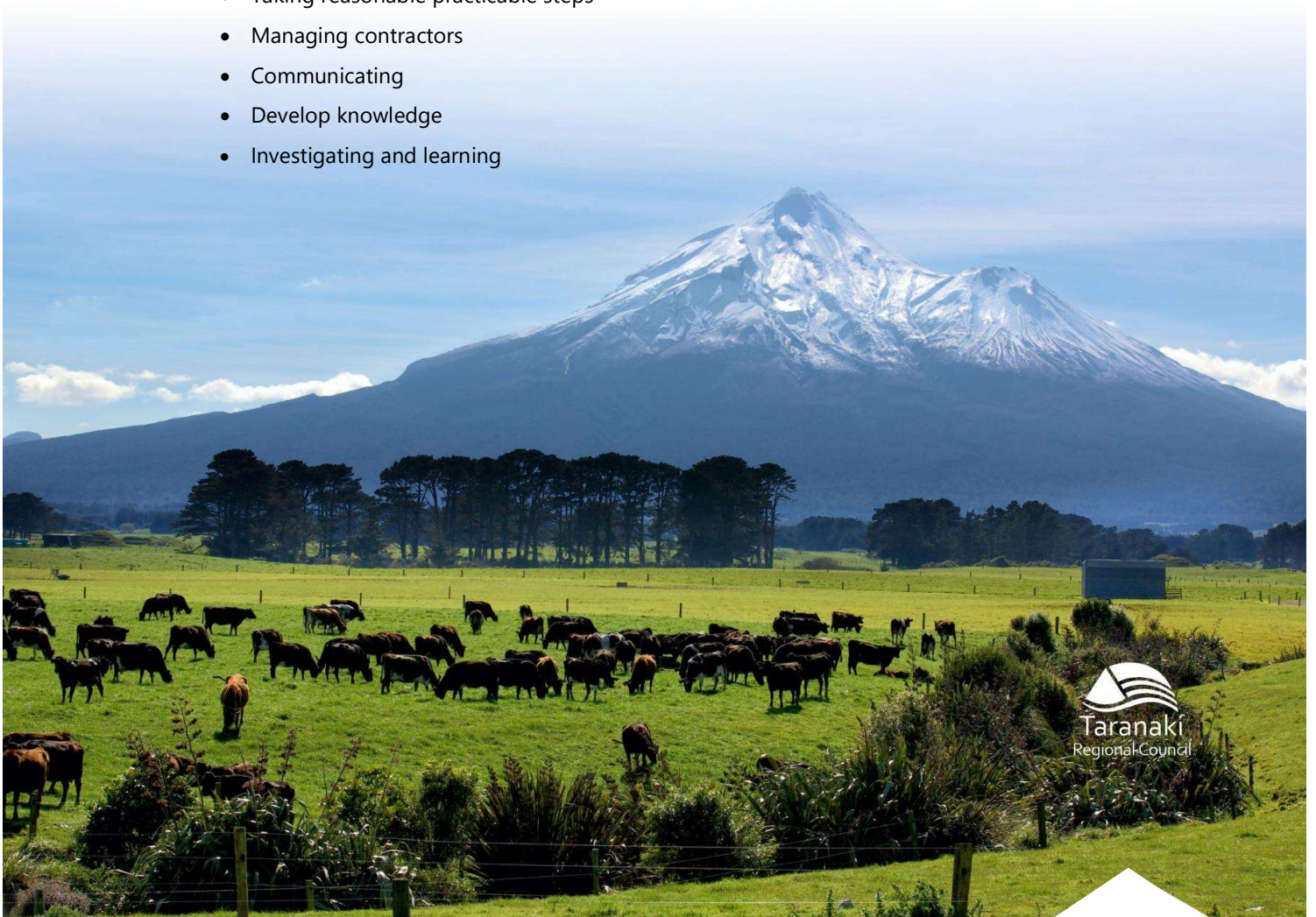
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

**There are two key points to health and safety:**



**We will achieve these by:**

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



# He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none"><li>• Service Standards</li><li>• Customer Service</li><li>• Judgement and Decisions</li></ul>
Organisational Impact	<ul style="list-style-type: none"><li>• Aligns Work</li><li>• Collaborates</li><li>• Assesses Impact and Value</li><li>• Promotes Change</li></ul>
Self-Awareness	<ul style="list-style-type: none"><li>• Knows Self</li><li>• Develops Self and Others</li><li>• Builds Trust</li></ul>
Communicates Effectively	<ul style="list-style-type: none"><li>• Clear Messages</li><li>• Adapts Style</li><li>• Tact and Diplomacy</li></ul>
Digital Technology	<ul style="list-style-type: none"><li>• Systems Knowledge</li><li>• Works Efficiently</li><li>• Data Management</li></ul>
Wellness and Risk	<ul style="list-style-type: none"><li>• Policies and Procedures</li><li>• Manages Risks</li><li>• Proactive Wellbeing</li><li>• Site Safety</li></ul>
Cultural Awareness	<ul style="list-style-type: none"><li>• Reo</li><li>• Tikanga</li><li>• Whakawhanaungatanga</li><li>• Local context</li><li>• Mātauranga Māori</li><li>• Regulatory Environment</li></ul>