

## Leadership Development Specialist

### Position Description

<b>Date</b>	September 2020
<b>Location/Business Unit</b>	Wellington, People Team
<b>Reporting to</b>	Head of People
<b>Position Type</b>	Permanent, Full-time

### The Role / Position Purpose

The People Team is a small but growing team supporting our people and leaders to create a culture that is modern, agile and reflective of Aotearoa (a strategic objective).

This new role will be responsible for building leadership capability across RNZ, at all levels (self-leadership, emerging leader and senior/Executive leadership), to support the achievement of our desired culture and the People Team's business plan.

### Position Accountabilities – what you're responsible for

- Leadership development – we have a plan for year one but future years will be green fields
- Development leadership programmes and facilitate them, iteratively, using agreed tools e.g. LSI
- Facilitation – you'll love it, we are small enough that running internal development programmes will see you reach most people in the organisation over a one-two year time frame
- Broader learning and development needs analysis and a plan to fill the gaps, including management development considerations and a contribution to the organisation's Induction project (working with the wider People Team who also like a bit of facilitation)
- Help with ideas generation and facilitation of engagement session for teams in RNZ
- Help diagnose organisational culture, capability and performance issues/opportunities and assist with developing initiatives and action plans to support and effect change
- Design, and develop capability solutions to achieve capability needs, including considering new technology, that reflect an understanding of the diversity of learners and groups of learners
- Develop new learning and development (L & D) or modify existing instructional materials, to ensure content is accurate, current, and relevant (and so others can facilitate programmes in the future)

- Lead key L & D projects to deliver innovative, value add and best practice solutions in support of strategic initiatives
- Provide timely guidance and feedback to help others develop specific knowledge, skills or behaviours needed to accomplish a task or solve a problem
- Administrate, support and coordinate L & D programmes and plans
- Evaluate and assess learning solutions and their impacts based on business outcomes.
- Develop open and trusting workplace relationships
- Support and empower others so that they feel valued and capable.
- Engage with key internal stakeholders, in conjunction with the wider People Team, to identify emerging opportunities, issues or concerns promptly and manage expectations around what requires training and what doesn't
- Develop and maintain relationships with external service providers ensuring that what they provide is tailored to meet business needs and meets commercial expectations
- Consider both people and commercial implications and look for opportunities for the People Team to contribute to wider business performance
- Champion the RNZ Attitudes and the People Team's mantra – customer service
- Constructively challenge the status quo
- Maintain a strong grasp of key strategies and issues across the business, understanding the long-term business and operating environmental trends
- Be awesome, be a team player!

## Candidate Profile / Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant Tertiary Qualification or equivalent experience.</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience in learning and organisational development</li> <li>• Resilience and a great sense of humour!</li> <li>• The ability to perform under pressure and maintain one's composure</li> <li>• Excellent communication skills both verbal and written</li> <li>• Knowledge of adult learning principals, including instructional design, and best-practice learning methods</li> <li>• Experience with on-line learning methodologies</li> <li>• Strong sense of business acumen</li> <li>• Sound decision-making skills</li> <li>• Experience in coaching</li> <li>• Strong customer focus/perspective</li> <li>• Excellent knowledge and understanding of Learning and Development practices, industry trends, and emerging developments</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>LSI desirable.</b></li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Decision making – identify and understand issues, problems and opportunities. Use effective approaches for choosing a course of action or developing appropriate solutions. Take action that is consistent with available facts, constraints and probable consequences.</li> <li>• Business innovation – use economic, financial, market and industry trends, as well as ones understanding of business drivers, to create and seize innovative business opportunities.</li> <li>• Drive execution – translate strategic priorities into operational reality.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A constructive working style with strong achievement orientation.</li> <li>• Highly responsible and reliable, with strong organisational skills.</li> <li>• The ability to collaborate with a diverse group of people.</li> <li>• Emotional intelligence – establish and sustain trusting relationships by accurately perceiving and interpreting your own and others’ emotions and behaviour in context with the environment. Use these insights to effectively manage your own responses and reactions.</li> <li>• Adaptable and flexible and open to challenges.</li> <li>• Compelling communication – clearly and succinctly convey information and ideas to individuals and groups, communicating in a focused and compelling way that captures and holds others’ attention.</li> </ul>