

Head of Organisational Capability

Position Description

Reporting to:	Director of People	Work location:	Melbourne/Brisbane
Department:	Group Operations	Budget holder:	Yes
Team:	People & Culture	Direct reports:	1-2

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

The Head of Organisational Capability is a key leadership role responsible for shaping and implementing strategies that foster a high-performing, inclusive, and growth-oriented organisational culture across the Save the Children Australia Group. This role focuses on enhancing leadership capabilities, managing talent effectively, building key organisational capabilities, and promoting diversity and inclusion to support our strategic objectives.

Here your skills will be valued

Role requirements

Leadership Development:

- Oversee the development and implementation of a leadership framework focusing on the key leadership capabilities needed to move Save the Children Australia forward.
- Source/develop and deliver a consistent leadership development curriculum.
- Identify high-potential talent and provide tailored development opportunities to foster their growth and leadership capabilities.
- Design and implement a career development program for top talent below senior management team level.

Capability Development

- Create/source a simple, easy to use tool to support business units to forecast future skill/capability/workforce needs, scenario plan, assess skills and consider future capacity planning.
- Identify common skill needs and ensure there is an enterprise-approach for skill building/acquisition.
- Evaluate the impact of capability development initiatives and use data-driven insights to continuously improve and innovate.
- Ensure accessible and relevant compliance training modules are available.
- Oversee induction training for new employees and managers.

Talent and Organisational Development

- Support leaders to manage talent, including succession planning and talent reviews, to ensure a pipeline of capable leaders.
- Conduct regular organisational health assessments and employee engagement surveys and support leaders to action improvements.
- Continue to enhance and reinforce Save the Children Australia's Employee Value Proposition.
- Monitor and analyse people metrics to inform people strategies and initiatives.
- Develop and maintain employee-centric HR policies and mandatory learning programs.

Diversity, Equity, and Inclusion (DEI)

- Collaborate with external partners and stakeholders to advance DEI goals and share best practices.



- Champion DEI initiatives that promote a diverse and inclusive workplace where all employees feel valued and respected.
- Lead implementation of the Diversity, Inclusion and Belonging Roadmap.
- Support the delivery of SCA's Reconciliation Action Plan by:
 - developing and implementing a cultural learning framework for Save the Children
 - developing quality approaches and processes to Aboriginal and Torres Strait Islander recruitment, onboarding and engagement.

Leadership

- Lead change management efforts to ensure successful implementation of people related initiatives and projects.
- Act as a leadership and talent thought partner for SCA: identify and solve challenges, develop new ideas and opportunities, outside-in thinking
- Lead and inspire the Organisational Capability team, ensuring the right mix of skills to deliver an ambitious agenda
- Lead, coach and develop the team to deliver on our organisational capability ambitions.
- Foster a culture of client centricity and continuous improvement
- Develop and nurture strong partnerships with key leaders, setting the tone for engagement at all levels
- Act as an advocate for SCA and leverage sector networks to improve capability within SCA, including with other Save the Children member countries and Save the Children International
- Lead by example on aspects of team health, safety and well being
- Champion a child safe environment at the workplace and safeguard children's rights, always acting in the best interests of children

Policy Compliance

- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management
- Ensure team members complete all required training and have up-to-date background and working with children checks
- Comply with all Save the Children organisational Policies and Codes

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied
- Ensure staff have completed all required training and have up-to-date background and working with children checks
- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management
- Show leadership towards health and safety awareness and improvements

Being a leader at Save the Children Australia means leading with heart, enabling others, and delivering results. Leaders are expected to uphold, and role model the behaviours outlined in our Leadership Framework.

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy & Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family



- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Proven experience in designing and implementing successful leadership/capability development and talent management programs.
- Demonstrated experience in leading diversity and inclusion initiatives and fostering an inclusive workplace culture.
- Strong knowledge of organisational development theories, tools, and practices, including change management, team dynamics, and cultural transformation.
- Excellent communication, interpersonal, and relationship-building skills.
- Proven experience leading and developing a high performing team
- Strong analytical skills with the ability to use data and evidence to drive decisions and ensure initiatives achieve desired outcomes.
- Strategic thinking and clear ability to translate strategic goals into actionable plans.
- Project management.

Desirable knowledge or experience

- Degree in Human Resources, Organisational Development, Psychology, Business Administration, or a related field.
- Experience with Pacific Islands an advantage

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence:	Not required	Travel:	Limited travel may be required
Working with Children Check:	Required	Assets:	Laptop