

**JOB DESCRIPTION****1. IDENTIFICATION**

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO: 777	REF. NO: HRM 19
OFFICE: Operations	DESIGNATION/CLASSIFICATION: Principal Advisor , Grade 16	
DIVISION: Corporate Services	LOCAL DESIGNATION: Principal Advisor – Organization Change Management	
BRANCH: Human Resource Management	REPORTING TO: Manager – Org Change Mngmnt	SYS. POS. NO: 0459000234 REF. NO: HRM 18
SECTION: Org Change Mangmnt	LOCATION: Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/2016	08/04/2016	Reno/JD Revised
Org: 01/2011	02/12/2011	Abolished/Created

2. PURPOSE

- Team leader for an organisational services team responsible for workforce planning, employment programs, organisational development, change management and performance management initiatives, to support the strategic objectives of the Department.

3. DIMENSIONS

Financial - Nil	Staff supervised – 2	Others - Nil
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4. PRINCIPLE ACCOUNTABILITIES

The Principal Adviser Organisation & Change Management reports to the Manager, Organisation & Change Management and is responsible for two (2) staff. The highest subordinate includes: Organisation & Change Management Officer and the Employee Performance Management officer. An advocate of continuous improvement and the key result areas of the position are:

- Lead effective implementation of organisation improvement strategies and programs
- Provide effective services and advice on organisation development, restructuring and change management
- Ensure effective implementation of recognition and reward programs
- Maintain Executive Performance Agreements and the Individual Performance Planning and Review processes
- Keep abreast of development and progress in OD, change and performance management practices and processes through liaison with national and international institutions or organisations.

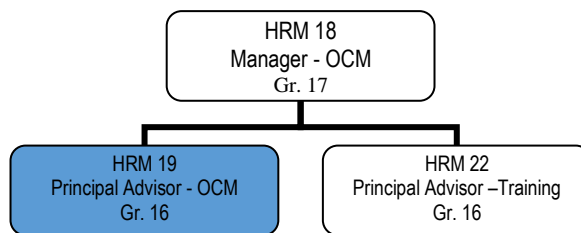
5. MAJOR DUTIES

- 5.1 Provide services and advice to managers and staff on workforce planning, organisational development, change management, performance management, employment programs and staff welfare to ensure the effective management of the department and to achieve organisational objectives.
- 5.2 Develop and implement a reward and recognition strategy to support a performance based culture and to recognise achievement of the department's goals and objectives.
- 5.3 Coordinate and maintain Executive Performance Agreements and the Individual Performance Planning and Review processes in accordance with the strategic management cycle.
- 5.4 Manage a range of employment pathways programs, including traineeships and the graduate development program.
- 5.5 Develop and implement a range of organisational development initiatives as required to support the strategic workforce management objectives of the department.
- 5.6 Facilitate groups within the department to assist them to plan their workforce management activities, build teams, and resolve workforce management issues.
- 5.7 Contribute to and support the administrative affairs of internal committees such as the EEO committee and other such functions as required under the Public Service Management Act and the General Orders.
- 5.8 Provide regular briefs to the Manager, Organisation and Change Management and Director-HRM on HR matters.

6. NATURE AND SCOPE

This position is within the Corporate Service Wing and is a senior position within the Human Resource Branch. The position reports to the Manager, Organization and Change Management and advises on all matters/activities which include organisational development, change management, performance management, learning and training, and other related areas.

6.1 WORKING RELATIONSHIP



(a) . Internal

As an advocate of continuous improvement, the Principal Adviser Organisation & Change Management provides advice and services to managers and staff throughout the department.

(b). External

The Principal Adviser Organisation & Change Management's work requirements will liaise and collaborate with national and international organisations and institutions and service providers.

6.2 WORK ENVIRONMENT

The position is within the Sir Manasupe House and performs a strategic policy analysis role that captures technical knowledge in the area of Organization Change Management.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures

- The position is guided by the Public Service General Orders, Public Service Management Act, Public Service Finance Management Act and the Employment Act.

Decision

Decisions taken by the position shall be in line with Public Service General Orders, Public Service Management Act, Public Service Finance Management Act and the Employment Act, Department policies.

Recommendations

Any recommendations made by the position will be in line with relevant legislations and Standard HRM Practices and Department policies

8. CHALLENGES

Deliver best Works policy implementation advice to the Secretary through Director HRM.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a). Qualifications

The incumbent must have a minimum University qualification with a degree in Education or Human Resources Management, Public Administration and or equivalent with a strong background in Education or Human Resource Management in PNG Public Service.

(b). Knowledge

The incumbent must have thorough knowledge of all aspects of human resource management in the Public Service with a good understanding of the Public Service Management Act and the General Orders, case law relating to public employment and Industrial Relations principles and agreements. Must have knowledge in industrial relations in the Government.

(c). Skills

Ability to demonstrate the following at a high level:-

- Leadership and Management
- Project Management
- Program Budgeting
- Written and Oral (presentation) communications
- Interpretative, research & development
- Public Relations & Inter-personal
- Negotiation & Problem Solving
- Investigation
- Analytical
- Listening, time management
- Computer (Microsoft Word, Excel spreadsheet)

(d). Work Experience

Minimum of four (4) years' work experience in a similar field at senior level preferably within the Public Service.