

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: <i>Department of Prime Minister and NEC</i>	SYS. POSN. NO: <i>(10 digit concept payroll no.)</i>	REF. NO: <i>HRM.21</i>
OFFICE:	DESIGNATION/CLASSIFICATION: <i>HR Officer, Gr.14</i>	
DIVISION: <i>Operations</i>	LOCAL DESIGNATION: <i>HR Officer – Organisation & Change Management</i>	
BRANCH: <i>Corporate Services</i>	REPORTING TO: <i>Principle Advisor – Organisation & Change Management</i>	SYS. POS. NO: REF. NO: <i>HRM 18, Gr.16</i>
SECTION: <i>Human Resource Management</i>	LOCATION: <i>Waigani</i>	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>HRM; Org. Design</i>	<i>08th April 2016</i>	<i>Abolished/Created</i>

2. PURPOSE

To be responsible for workforce planning, employment programs, organisational development, change management and performance management initiatives, supporting the strategic objectives of the Department.

3. DIMENSIONS

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

The position reports to the Principal Adviser Organisation & Change Management. The position advocates for continuous improvement, the key result areas of the position are:

- Effective implementation of organisational change programs in the areas of OD, work force planning and performance management
- Effective contribution to the development and review of systems, processes procedures and implementation of programs and projects to support the strategic objectives of the department.

5. MAJOR DUTIES

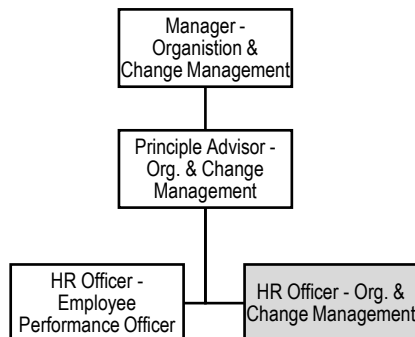
1. Provide services and advice to managers and staff on workforce planning, organisational development, employment programs and staff welfare to ensure the effective management of the department and to achieve organisational objectives.
2. Contribute to the development and implementation of a reward and recognition strategy to support a performance based culture and to recognise achievement of the department's goals and objectives.
3. Assist with coordination and maintenance of Executive Performance Agreements and the Individual Performance Planning and Review processes in accordance with the strategic management cycle.
4. Coordinate a range of employment pathways programs, including traineeships and the graduate development program.
5. Develop and implement a range of organisational development initiatives as required to support the strategic workforce management objectives of the department.
6. Facilitate groups within the department to assist them to plan their workforce management activities, build teams, and resolve workforce management issues.
7. Provide regular briefs to the Principal Advisor and Manager, OCM on organisational and change management issues.

6. NATURE AND SCOPE

The position provides advice and support to the Principle Advisor– Org. & Change Management and staff throughout the department. The position informs the Principal Adviser-OCM as soon as possible on any issues arising and refer matters for resolution.

6.1 WORKING RELATIONSHIP (draw structure)

Internal



The position is one of two positions that reports directly to the Principle Advisor – OCM and from time to time reports to the Manager – OCM. The positions requires close liaison with senior officers and managers within the department to encourage change management strategies and performance management initiatives.

External

The position liaises with the Department of Personnel Management and external venue providers from time to time.

6.2 WORK ENVIRONMENT

The position is administrative and is located within Sir Manasupe House at the Waigani.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures

The position is guided by the Public Service General Orders, Public Service Management Act, PMNEC & DPM Circular Instructions.

Decision

Decisions taken by the position shall be in line with the Public Service General Orders, Public Service Management Act, PMNEC & DPM Circular Instructions.

Recommendations

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

8. CHALLENGES

Key challenges for the job include: effective implementation of the change management policies and performance management strategies within the Department.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications

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

Knowledge

Senior Organisation & Change Management Officer must have knowledge of adult learning principles, organisational development and change management and how they support the strategic objectives of a large organisation.

Skills

Focus strategically. Understands the organisation's objectives and links between the business unit, organisation and the whole of government agenda. Considers the ramifications of a wide range of issues, anticipates priorities and develops long-term plans for own work area.

Ensures closure and delivers on intended results. Strives to achieve and encourages others to do the same. Monitors progress and identifies risks that may impact on outcomes. Adjusts plans as required. Commits to achieving quality outcomes and ensures documentation procedures are maintained. Seeks feedback from stakeholders to gauge their input.

Nurtures internal and external relationships. Builds and sustains relationships with a network of key people internally and externally. Recognises shared agendas and works toward mutually beneficial outcomes. Anticipates and is responsive to internal and external client needs.

Demonstrates public service professionalism and probity. Adopts a principled approach and adheres to public service values and Code of Conduct. Acts professionally and impartially at all times and operates within the

boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in public and internal forums.

Negotiates persuasively. Approaches negotiations with a strong grasp of the key issues, having prepared well in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and adapts approach accordingly. Encourages the support of relevant stakeholders. Encourages debate and identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions.

Work Experience

At least three (3) years work experience in a similar role in the Public Service or private sector.