

Executive Director, Organisational Capability

Classification: Senior Staff

Role purpose: **Lead the design, development, and implementation of transformative people programs, shaping a culture of excellence to enhance capability and drive high performance across the University.**

Role responsibilities

This role reporting line is to the Deputy Vice Chancellor - People and Culture and is responsible for:

Strategy:

- Contributing to shaping the People Strategy by supporting stakeholder engagement, ensuring resources are aligned, strategic objectives are achievable, and the strategy is responsive to workforce needs.
- Leading the design and implementation of an equitable and competitive remuneration and benefits strategy, alongside a compelling Employee Value Proposition (EVP), to attract, retain, and reward high-calibre talent.

Leadership:

- Proactively leading the establishment of a cohesive identity and culture for the function and its teams, leveraging the rich histories and strengths of the foundation universities during the implementation and transition phases.
- Fostering a high-performance, collaborative culture aligned with Adelaide University's values, promoting continuous improvement, customer service, and professional development for staff.
- Actively implementing initiatives to develop the skills and experience of employees within the function, using training programs and on-the-job learning that incorporate industry best practices.
- Creating a safe and healthy workplace for employees; establishing and championing practices that will enhance employee wellbeing and increase employee engagement.
- Establishing clear performance standards and expectations, providing regular feedback to build employee skills and knowledge, and recognising their achievements and contributions.

Operations and Delivery:

- Leading the development and implementation of an industry leading service model, establishing specialist teams to develop initiatives that strengthen organisational capabilities and drive the execution of the University strategy.

- Leading the design and execution of organisational development and learning programs, building individual and collective capabilities that align with the University's strategy and enhance workforce performance.
- Designing and implementing an Employee Experience (EEx) framework that drives engagement, satisfaction, and retention, with a focus on continuous improvement and measurable outcomes across the employee lifecycle.
- Championing Inclusion, Diversity, Equity, Allyship and Storytelling (IDEAS) initiatives, fostering a workplace culture that values and prioritises inclusion, diversity, and equity.
- Designing and implementing strategies that promote allyship, empowering employees to contribute to a more inclusive work and high performing environment.
- Overseeing the creation and execution of employee communication and engagement strategies, ensuring timely, transparent, and engaging messaging, fostering enhanced strategic alignment and employee engagement.
- Developing and implementing an organisational change and transformation framework, ensuring employees, colleagues (particularly in the Workforce Planning and Partnering team) and people leaders are equipped with the tools and skills needed to manage and thrive in periods of change.
- Continuously reviewing and refining the operating model for the Organisational Capability function, ensuring the embedding of a customer focused model, aligned to the needs of the organisation.
- Overseeing the management and utilisation of technology within the team, ensuring systems are effectively utilised, integrated and continuously improved to enhance service experience, compliance and efficiency.

Stakeholder Engagement

- Proactively engaging with functions across People and Culture to ensure specialist team initiatives and advice align with the workforce requirements, while identifying opportunities for building capability across the portfolio.
- Regularly engaging with staff and stakeholders across the University to monitor service effectiveness and workforce needs to ensure the team is positioned to deliver on strategic requirements.

Governance:

- Ensuring that all practices under the responsibility of the Executive Director reflect the University's commitment to equity, diversity, and inclusion and address the needs of underrepresented groups.

These responsibilities may evolve to support your development, along with the dynamic needs of the role and Adelaide University.

Key deliverables

- **People Leadership** - Foster a high-performance, collaborative culture aligned with Adelaide University's values, promoting continuous improvement, customer service, and professional development for employees.
- **Operational Capability Strategy** – Drive the design and execution of an industry leading specialist service model that integrates with and accelerates the University's strategic vision.
- **Stakeholder Engagement** - Build strong relationships with internal and external stakeholders. Support the Deputy Vice Chancellor - People and Culture and the executive team in establishing Adelaide University, including transition planning, service foundations, governance, and strategy.
- **Specialist Service Model** – Lead the design and delivery of efficient, effective, and compliant specialist services by embedding clear workflows, project management principles, and streamlined ways of working to ensure a seamless user experience.

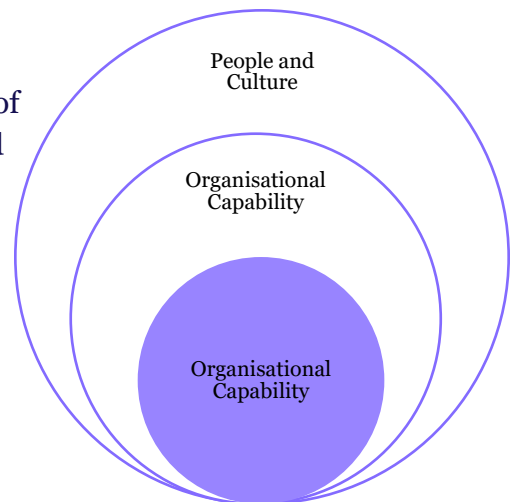
Scope of decision making

This role is responsible for high-level strategy and operational oversight across broad institutional segments, making decisions that shape overall policies, drive cross-functional integration, and ensure that resource allocation and performance standards support the university's strategic vision.

Role context

This role forms part of the Organisational Capability team of 30 to 40 within the Organisational Capability Function and is aligned to the People and Culture Portfolio within the University.

This role will lead up to 8 direct reports.





Key relationships

- Role guidance, professional development and coaching is provided by your people leader, Deputy Vice Chancellor - People and Culture.
- This role will work most closely with the Deputy Vice Chancellor - People and Culture; Organisational Capability Function; People and Culture Senior Leaders; College and Portfolio Leaders.

Qualifications

At Adelaide University we enable and celebrate lifelong learning. This role requires postgraduate qualifications in a relevant discipline, or an equivalent combination of executive leadership experience, training, and development.

Special requirements

- N/A

Experience

- Proven ability to build and lead a high-performing cross-functional team that is closely aligned with organisational goals, fosters strong connections with stakeholders, and delivers measurable outcomes.
- Demonstrated experience in leading a similar function/s with technical expertise to enable effective oversight and provision of guidance to team members.
- Demonstrated experience in designing work practices, ways of working, and organisational frameworks to optimise service delivery within a specialist service model.
- Strong understanding of best practice people and culture initiatives, including employee engagement, remuneration, organisational change and performance.
- Proven track record in building high-performing teams, driving strategic, cultural, and organisational change, and improving team performance and overall success.

- Skilled in building a safe and inclusive work environment, ensuring compliance with legislation and University policies and procedures.
- A commitment to live by and uphold Adelaide University's values.

Core Capabilities

Capability	Proficiency
Collaborative Impact	Expert
Digital and Data Fluency	Advanced
Experience Design	Expert
Future Focus	Expert
Stewardship	Expert

More information about the core capabilities can be found at the Adelaide University intranet.

Our core values

Our values create a shared purpose and understanding of who we are, what we stand for, and how we act. Our values guide us every day as we pursue our strategic ambition. Each value has been brought to life through a description that has been co-created with our people that will guide our behaviour and interactions with each other, our students, and our partners.



Trust

We are authentic in our interactions and act with integrity and reliability.



Inclusivity

We embrace the uniqueness of each member of our community.



Ambition

Together, we are bold and energetic in our pursuit of excellence



Respect

We listen and learn through respectful dialogue and debate



Discovery

We move beyond boundaries with curiosity and innovation.