

L&D Network Meeting

5th September 2017

Sarah Artist, Senior Manager Innovation & Capacity

Agenda

Item	Time
1 Phase 1 project update – final design	10mins
2 Phase 2 update – implementation of tools and resources	10mins
3 Next steps	5mins

Phase 1 update

Sector consultation

- Design workshops
 - Over 200 elected and workforce representatives from 72 councils
 - Sydney and six regional workshops
 - Specific elected member workshops
- Mindhive online forum
 - 70 Hivers from 45 councils
- HR and L&D network meetings

Consultation themes

- Leadership, as distinct from people management
- Innovation, creative thinking and continuous improvement
- Flexibility and openness to change
- Quality decision making
- Project / task management skills
- Work health and safety, and
- Respect for others.

Local Government Capability Framework

Approved August 2017

Personal Attributes	Relationships	Results	Resources	Workforce Leadership	Civic Leadership
<p>Manage Self Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning</p> <p>Display Resilience and Adaptability Express own views, persevere through challenges, and be flexible and willing to change</p> <p>Act with Integrity Be honest, ethical and professional, and prepared to speak up for what is right</p> <p>Demonstrate Accountability Take responsibility for own actions, commit to safety, and act in line with legislation and</p>	<p>Communicate and Engage Communicate clearly and respectfully, listen, and encourage input from others</p> <p>Community and Customer Focus Commit to delivering customer and community focused services in line with strategic objectives</p> <p>Work Collaboratively Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity</p> <p>Influence and Negotiate Persuade and gain commitment from others, and resolve issues and conflicts</p>	<p>Plan and Prioritise Plan and organise work in line with organisational goals, and adjust to changing priorities</p> <p>Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions</p> <p>Create and Innovate Encourage and suggest new ideas and show commitment to improving services and ways of working</p> <p>Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes</p>	<p>Finance Be a responsible custodian of council funds and apply processes in line with legislation and policy</p> <p>Assets and Tools Use, allocate and maintain work tools appropriately and manage community assets responsibly</p> <p>Technology and Information Use technology and information to maximise efficiency and effectiveness</p> <p>Procurement and Contracts Understand and apply procurement processes to ensure effective purchasing and contract performance</p>	<p>Manage and Develop People Engage and motivate staff and develop capability and potential in others</p> <p>Inspire Direction and Purpose Communicate organisational goals, priorities and vision and recognise achievements</p> <p>Optimise Workforce Contribution Hire and deploy people effectively and apply sound workforce planning principles</p> <p>Lead and Manage Change Initiate, support and champion change, and assist others to accept and engage with</p>	<p>Represent Communities Understand and promote the interests of citizens and stakeholders</p> <p>Inspire Direction and Purpose Create and communicate council's goals, priorities and vision for the community</p> <p>Govern Responsibly Be a responsible and active member of the governing body, fulfilling responsibilities in line with legislation</p> <p>Make Quality Decisions Make considered, timely and transparent decisions based on merit, and uphold the</p>
Core capabilities				People managers	Elected members

Framework release

To generate interest and maximise support by councils, the following are being developed:

- Email and website update – 8 Sept. 2017
- CEO video for the LGNSW website – filmed in Sept. 2017
- Letter to mayors and general managers with a brochure, USB stick and a copy of the Framework – Oct. 2017
- Letter and brochure to all councillors from the LGNSW CEO and President – Oct. 2017
- LGNSW microsite to house the Framework and related tools and resources – expected Oct. 2017

Phase 2 – implementation of tools and resources

Phase 2: Implementation of tools and resources

Virtual teams of council representatives for each tool led by a LGNSW facilitator will collaborate to develop the following tools:

- Implementation and change management guide
- Online position description
- Recruitment and selection guide
- Performance management guide and template
- Workforce planning guide
- ‘PD in a box’

Virtual teams will use a combination of video conferencing for meetings and online discussion forums – by Dec. 2017

Using the Local Government Capability Framework

For everyone

- To understand the skills and behavioural expectations required in a role
- Enable ease of mobility by providing a common language and expectations across the sector
- Provide a basis for requirements for future career options

For workforce leadership

- Assist with job design
- Enable a way of determining suitability for a role
- Identify critical risks through succession planning for critical roles
- Align capabilities required for future organisational needs and meet community expectations
- Provides a framework for performance conversations

Next Steps

Next Steps

- Board approved the framework in August
- Release expected in September
- Phase 2 – virtual teams
 - Recruitment guide
 - Online position description builder
 - Performance management guide
 - Workforce planning
 - Change management guide
 - PD in a Box
 - Project completed by December 2017
 - 2018.... roll out!





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