

## POSITION DESCRIPTION

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| Position title:  | Capability and Awards Manager  |
| Level:           | APS5-6 equivalent (dependent on skills and experience)   |
| Employment type: | One-year contract (with two 1-year extension options) <b>or</b> as a public sector secondment opportunity paid for by IPAA ACT (12–24 months). |
| Location:        | Barton, Canberra   |
| Reports to:      | Corporate Director, IPAA ACT   |
| Start date:      | January 2020   |

### Statement of Responsibilities

IPAA ACT is looking for a dynamic, well organised, learning and development professional who will:

- Coordinate the delivery of IPAA ACT's **Developing Capability** initiatives, including Master Classes, Future Leaders and Mentoring programs
- Coordinate the delivery of IPAA ACT's Public Sector and Innovation Awards Programs, the National Fellow Awards and the Sam Richardson Awards
- Manage the delivery of various small grant and leadership programs undertaken by IPAA ACT and IPAA National in collaboration with various universities
- Work collaboratively to manage ongoing professional engagement with key internal and external stakeholders.

### About IPAA

IPAA ACT is professional not-for-profit body focused on the promotion of excellence and professionalism in public administration. It was established in 1943 and is one of eight divisions of the Institute of Public Administration Australia (IPAA). [The IPAA ACT Strategic Plan 2019–2022](#) lays out the strategic focus for its work (the plan has four strategic priorities supported by a range of initiatives).

IPAA ACT is governed by a Council consisting of senior leaders from across its membership. Visit [www.act.ipaa.org.au](http://www.act.ipaa.org.au) for more information.

### Who are we looking for?

We are looking for someone who understands the public sector. An individual who is professional and cares about their work. Someone who is well organised, with experience in a learning and development environment, and who can develop and maintain effective working relationships with internal and external stakeholders.

IPAA ACT operates like a small business so it is important that the person in this role enjoys working in a small and collegiate team.

### Our work environment

IPAA ACT is a fast-paced, dynamic environment, offering autonomy and the ability to manage key projects for the benefit of the organisation and its members. The role has unique access to public service organisations which include all portfolio Departments, the ACT Government and many other large agencies.

IPAA ACT delivers a substantial events program and is in a building phase with respect to its capability program. This requires the team to work some early mornings and after hours throughout the year.

### Contract or APS Secondment

The role is being offered as a one-year contract (with two 1-year extension options) **or** as a public sector secondment opportunity paid for by IPAA ACT (12–24 months). The role is a great development opportunity for the right person.

### To apply

People interested in the role are asked to submit an expression of interest (one page + short form Resume) outlining why you are the best person for job by **20 December 2019**. Send your expression of interest to [gemma.benn-clibborn@act.ipaa.org.au](mailto:gemma.benn-clibborn@act.ipaa.org.au); to discuss the role in more detail contact Gemma Exon (Corporate Director) on 02 6254 9800.

## The Position

The Capability and Awards Manager will oversee IPAA's capability and awards program for both IPAA ACT and IPAA National. The successful applicant must work effectively across the following position dimensions.

### 1. Organisation, Administration and Event Delivery

- Coordinate the delivery of IPAA ACT's **Developing Capability** initiative, including:
  - Develop program topics and coordinate speaker line-up for the **Future Leaders Program**, as well as coordinate the application and allocation processes; coordinate program dates; finalise speaker lists and program outlines.
  - Coordinate the application and pairing processes for the **Mentoring Program**.
  - Coordinate the **Masterclass Program** and the associated speakers.
  - Develop and deliver evaluation and improvement strategies for the capability programs
- Under direction, coordinate the delivery of IPAA ACT's Public Sector and Innovation Awards Programs, National Fellow Awards and the Sam Richardson Awards, including:
  - develop and maintain award program guidelines, nomination and assessment materials.
  - manage the assessment and judging processes of the award programs.
  - contribute to the delivery of award events and communications associated with the award programs.

### 2. Stakeholder Engagement

The ability to work collaboratively with internal and external stakeholders is a key element of this role.

The Capability and Awards Manager will need to liaise effectively with:

- Australian and ACT Government membership contacts
- Capability Program event speakers
- Award program sponsors and partners
- Award program nominees, judges and assessors
- Students, academics and professional staff from various Australian universities.

### 3. Communication

Under limited direction, manage the operational communication associated with the delivery of IPAA ACT and IPAA National Award Programs as well as developing and enhancing the content offered through the IPAA ACT Capability Programs.

- Contribute as required to the design, delivery and review of the Capability and Award programs.
- Maintain regular, clear, personable and timely communication with key stakeholders involved in IPAA's Capability and Award Programs.

### 4. Experience with Digital Products

It is expected that the Capability and Awards Manager will be proficient in the use of Office 365.

It is highly desirable that they be a quick learner, with the ability to master other contemporary software such as Mailchimp, Survey Monkey, SharePoint and awards management software.