

Specification

1 INTRODUCTION

The Port Phillip City Council seeks the services of professional coaches / facilitators to provide learning, support and development to staff and teams across the organisation. A panel of providers will be determined by this process which will enable the Council to call on a wide range of expertise to assist us with a variety of learning and development initiatives. It is anticipated that the panel will consist of a variety of coaching / facilitation styles including personal, executive, team and business.

2 BACKGROUND TO SERVICE

To support the “Employer of Choice” objective set by the council and the “learning organisation” concept, it is considered that the provision of professional coaches will enhance the capacity of our managers and coordinators to lead and develop their teams and themselves.

3 SCOPE AND PURPOSE

3.1 Coaching

The suite of skills required by organisations of their management teams is extensive. Having a coaching relationship can assist and support managers to deal with the responsibilities of managing diverse teams. Facilitators can assist with a wide range of issues and also enable the managers / coordinators to become active participants in the process.

Coaching has proven to be a successful adjunct to support the demands of manager’s roles.

Coaching may be either targeted to specific outcomes or broad development. It should assist with the growth of leadership skills, improve relationships and build confidence in managers to manage their teams and their own development. This in turn will foster sustained improvement to community services in the City of Port Phillip.

Coaches must demonstrate an understanding of the local government environment including roles and responsibilities.

3.2 Facilitation

Facilitators should be able to demonstrate experience working with large and small groups in structured and informal environments. Facilitators will be required for a wide range of organisational initiatives.

3.3 Team Development

Teams are an integral part of our culture and our service delivery. It therefore follows that effective teams will enable us to best deliver our promises to the community and ensure that we are working collaboratively across the organisation.

Providers should have experience with group dynamics, leadership and team development across a wide range of sectors and industries.

We also need providers who can operate effectively with diverse multi functional teams with varying levels of expertise, position and authority.

3.4 Methodology to be employed

Coaches / Facilitators must provide details of their approach to their service delivery, the methodology they apply and the tools they use to maximise the results for their clients. It is anticipated that details of programs will be developed in partnership with the client.

As this is a new contract and direction for council there is no estimation available of the volume of work to be provided to panel members thus no minimum work can be guaranteed.

The cost of coaching/facilitation/team development is to be provided as:

- a full program (if available)
- an hourly rate
- daily rate

3.5 Contract Term

The contract period will be for two years with an option at Councils discretion to extend for a further one year.

4 OUTLINE OF THE PERFORMANCE CRITERIA

- a) Consultant delivers on all commitments agreed with the client such as attending planned events and/or sessions on time and being fully prepared to deliver what is needed
- b) Consultant ensures development work undertaken by the client is based on clearly identified needs and contains some element of action experimentation and debriefing

5 EVALUATION CRITERIA

The evaluation criteria are listed in Schedule 1. Respondents are to provide the information and documents specified in the Schedules.

Criteria:

- Price
- Relevant experience and track record