

Public Service Commission

The Spark HR Mentoring Program

Information pack



Enabling a world class
public service

About the program

The Public Service Commission's (PSC) The Spark HR Mentoring Program is a new initiative under [The Spark: shaping a world-class HR](#) development program for NSW Government HR professionals.

This 6-month cross-sector mentoring program is an exciting opportunity that will:

- provide personalised HR capability development in your chosen area/s
- build your network across the sector and learn/share information across clusters/agencies
- provide a structured program with HR development resources
- provide you the opportunity to give back to the HR profession and build your coaching/mentoring skills.

The program pairs HR practitioners seeking guidance and support with more experienced HR practitioners who are willing to commit time and energy to the professional development of another. Pairs will be matched based on capability development needs and mentor expertise.

Who can apply?

To apply as a **mentee**, you must be:

- currently working as a NSW Government HR professional at Grade 5/6 to 11/12 (or equivalent)
- interested in growing your HR capability
- new to the program in 2022 (not a mentee in the pilot program in 2021).

To apply as a **mentor**, you must be:

- currently working as a NSW Government HR professional at Grade 9/10 to Senior Executive (or equivalent)
- willing to commit time and energy to support the development of a more junior HR practitioner.

Both mentees and mentors must also be willing to commit to the 6-month program, attend program sessions and complete the surveys provided.

There is no cost to participants or agencies as the program is funded by the PSC.

What is my commitment?

The Spark HR Mentoring Program runs for 6 months and commences in September 2022. Mentors and mentees will be matched according to application details and are required to attend three events – the program launch, mid-program review and program close. The dates for these events are in the key dates table below.

During the program, you will receive guidance from the PSC, giving you helpful tips and information about mentoring and access to other relevant materials to support HR capability development.

Activity	Time required
Training, reading and workshops	Up to half a day in total
Preparation and time spent in mentoring conversations and follow-ups	1-2 hours per month
Program events (Launch, mid program and closing)	4 hours
Program surveys	30 minutes in total

Key program dates

Item	Date
Applications open	25 July 2022
Applications close	5 August 2022
Successful and unsuccessful applicants contacted	From 5 September 2022
Program launch – opening workshop	14 September 2022, 11am-12pm
Mid-program progress review session	7 December 2022
Program close event	6 April 2023

Benefits of the mentoring program

For mentees:

- Personalised HR capability development in chosen area/s
- Excellent networking opportunities
- Increased learning and awareness of the work in other agencies/clusters
- Receiving feedback and developmental guidance
- Experienced guidance and support in the HR profession.

For mentors:

- Excellent networking opportunities
- Increased learning and awareness of the work in other agencies/clusters
- Contribute back to the HR profession
- Stay abreast of emerging issues relevant to the profession
- Further development of mentoring skills, such as listening, asking questions, guiding, providing feedback, communication and interpersonal skills.

This program is focused on HR capability development, and pairs will be matched based on chosen HR capability development areas and mentor expertise.

Application process

All applicants need to complete an online application form to assess their eligibility for the program, and to collect details to inform the matching process. The information you provide will help us 'match' mentees and mentors based on development needs, skills and experience and what you want to achieve in the program.

Mentees and mentors will also be asked to provide their manager's details as the PSC will seek their endorsement prior to their acceptance into the program.

Additionally, mentees will be asked to provide their HR Director's email address, as their endorsement will also be sought prior to their acceptance into the program.

Applications will be collated by the PSC and not all applicants will be successful in gaining a position in the program. A total of 160 places are available (80 mentoring pairs). Final acceptance into the program will be allocated equitably across the sector, and applicant success is also dependent upon availability of a suitable mentor.

What's involved?

Mentoring sessions

During the program, mentoring pairs will be expected to meet virtually or in person approximately every 4 weeks for the duration of the program. It will be up to each mentoring pair to establish their own timetables for their meetings.

The program provides participants with a supportive framework to enable:

- targeted HR capability development
- collaborative learning opportunities
- cross-sector networking opportunities.

The program aims to lift capability in your chosen development area/s, including:

Workforce strategy

- Change management
- Organisational design
- Workforce planning
- Future of work

Talent management

- Talent acquisition, attraction & retention
- Talent strategy
- Employee Value Proposition
- Learning and development
- Leadership
- Succession planning
- Performance management
- Rewards and recognition

Organisational culture

- Employee engagement
- Employee experience
- Workplace culture
- Diversity and inclusion
- Wellbeing
- HR policy

Workforce relations

- Workplace health and safety
- Industrial relations
- Harassment and discrimination management
- Case management

Workforce Insights

- People analytics
- HR reporting
- Workforce management systems
- Digital HR

General

- Business partnering
- Project management

Surveys

Successful mentees will be asked to complete a baseline self-assessment of their HR capability before the program begins, and a final self-assessment after the program.

Surveys and questionnaires will be used to evaluate the program's effectiveness in lifting HR capability and inform future program design.

Mentoring platform and program materials

The PSC has partnered with Mentorloop to manage the registration and matching process, communications, scheduling, surveys and mentoring resources. You can post materials you would like to share with others on the platform, and you can also sync your Outlook calendar with your Mentorloop account to make scheduling easy.

More HR capability programs and resources

Sign up to the [HR Community of Practice](#) to receive updates from the PSC on upcoming HR capability development initiatives and events.

[The Spark – shaping a world-class HR](#) contains links to podcasts and masterclass recordings for HR professionals on the PSC website. Additional resources will be provided to support HR capability development throughout the program.

Contact us

If you'd like further information about the program, please email:
CapabilityFramework@psc.nsw.gov.au

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