

Organisational Development Advisor

POSITION DESCRIPTION

Position Number:	3765	Position Status:	Permanent Full Time
Portfolio:	Office of the CEO	Classification:	QLGIA (Stream A) Level 5 - Administrative Stream (Division 2, Section 1)
Business Unit:	People and Performance	Reports To:	Principal Organisational Development
Team:	Organisational Development	Revised:	August 2026

Human Resource Delegation:	Band NIL	Financial Delegation:	Band NIL
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General Position Statement:

This position supports Council by delivering integrated programs and initiatives that strengthen organisational capability, build a positive workplace culture, enhance employee experience and align workforce behaviour with Council's values and strategic priorities.

Specific Responsibilities:

This position has the following responsibilities:

1. Work collaboratively with the Principal Organisational Development to design, implement and facilitate contemporary organisational development initiatives, frameworks and programs aimed at building organisational capability and driving a positive and engaging workplace culture.
2. Assist in development and implementation of a program of work for Council's leadership development and employee cultural programs and initiatives.
3. Lead and coordinate the delivery of Council's corporate induction and employee onboarding program, ensuring it is continually enhanced, effectively implemented and regularly evaluated, ensuring a positive employee onboarding experience.
4. Develop collaborative working relationships across Council to gain organisational insights that help inform the design of culture programs and initiatives, to positively influence cultural change, ensure smooth transitions and employee buy-in.
5. Support the development and implementation of workforce planning activities to ensure workforce capability and capacity are aligned with organisational priorities.



6. Assist with coordinating staff culture surveys, including analysing and reporting survey data, identifying themes and insights, and working with stakeholders to develop and implement meaningful action plans.
7. Monitor organisational development programs and initiatives to ensure key milestones, timeframes, objectives and outcomes are met.
8. Act as a role model for Council's values and behaviours at all times and display a high level of professional and ethical conduct.
9. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
10. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
11. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
12. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Demonstrated experience in coordinating, developing and facilitating workshops, focus groups or leadership sessions across all levels of staff, with the ability to create inclusive and engaging environments.
2. Demonstrated ability to assess organisational and employee needs and contribute to the design, delivery and continuous improvement of initiatives or programs that enhance organisational performance and culture.
3. Strong interpersonal and communication skills, with the ability to build trust, influence stakeholders and foster collaborative relationships across all levels of the organisation.
4. Strong analytical and planning, with the ability to interpret data, identify trends and manage competing priorities to support the delivery of projects within agreed timeframes.
5. Proficiency in Microsoft Office and relevant business systems, with the ability to work independently, manage multiple tasks or projects and apply initiative with minimal supervision.

Mandatory Qualifications, Licences and Experiences

1. Qualifications relevant to the duties of the position (eg: Organisational Development and/or Human Resource Management) and/or significant relevant experience in Human Resources or Organisational Development.
2. Ability to work independently across multiple projects with minimal supervision and guidance.
3. Demonstrated experience in developing and delivering organisational development initiatives such as workforce planning, leadership development, cultural change, performance frameworks or capability uplift programs, ideally within a large or public sector organisation.



4. Proven ability to influence and partner with leaders at multiple levels to achieve organisational outcomes, including the capacity to provide trusted, evidenced-based advice in a complex and dynamic organisational environment.
5. Possess and maintain a current motor vehicle driver's licence.

Desirable Qualifications, Licences, and Experiences

1. Post-graduate qualification or formal certification in Organisational Development, Change Management, Leadership, Workforce Planning or a related discipline.
2. Experience within local government or the public sector, with an understanding of governance frameworks, industrial instruments and community-focussed service delivery.
3. Accreditation or practical experience in recognised change or improvement methodologies, such as Prosci, ADKAR, Lean, Agile or systems based approached.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation, if required.
4. Provision of a satisfactory Criminal History Check – Police Certificate (Australia Wide Name Only Police Check), if required.

Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.





Organisational Development Advisor

SELECTION CRITERIA

Position Number:	3765	Position Status:	Permanent Full Time
Portfolio:	Office of the CEO	Classification:	QLGIA (Stream A) Level 5 – Administration Stream (Division 2, Section 1)
Business Unit:	People and Performance	Reports To:	Principal Organisational Development
Team:	Organisational Development	Revised:	September 2026

Please address each of the selection criteria below in your application:

1. Qualifications relevant to the duties of the position (e.g.: Organisational Development and/or Human Resource Management) and/or significant relevant experience in Human Resources or Organisational Development.
2. Proven ability to work independently across multiple projects with minimal supervision and guidance.
3. Demonstrated experience in developing and delivering organisational development initiatives such as workforce planning, leadership development, cultural change, performance frameworks or capability uplift programs, ideally within a large or public sector organisation.
4. Proven ability to influence and partner with leaders at multiple levels to achieve organisational outcomes, including the capacity to provide trusted, evidenced-based advice in a complex and dynamic organisational environment.
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Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took; how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.

