



# Organisational Development Project Officer

## POSITION DESCRIPTION

<b>Position Number:</b>	3765
<b>Portfolio:</b>	Office of the CEO
<b>Business Unit:</b>	People and Culture
<b>Team:</b>	Organisational Development
<b>Position Status:</b>	Temporary Full Time (12 months)
<b>Classification:</b>	QLGIA (Stream A) Level 4
<b>Reports To:</b>	Principal Organisation Development
<b>Revised:</b>	May 2025

### **General Position Statement:**

This position supports Council direction through the delivery of strategic culture and engagement initiatives that strengthen Council's organisational effectiveness. The position is responsible for coordinating and implementing such initiatives and programs that foster a positive workplace culture, enhance employee experience, and align with Council's values and priorities.

### **Specific Responsibilities:**

This position has the following responsibilities:

1. Design, coordinate, and implement organisational development initiatives and programs in partnership with the Principal Organisational Development and other key stakeholders to support culture and engagement goals, which may include facilitation of workshops and delivering presentations.
2. Develop and implement a program of work for Council's cultural initiatives and programs, and monitor progress of work to ensure milestones, timeframes and outcomes are met, and adjust plans as needed to achieve successful implementation..
2. Build strong partnerships across Council to inform program design, support employee buy-in, and address feedback and concerns related to cultural initiatives.
3. Analyse organisational data and insights to identify cultural improvement opportunities, emerging issues, and inform program development.
4. Prepare high-quality reports and/or presentations to communicate progress, insights and recommendations to leadership and relevant stakeholders, supporting evidence-based decision-making.
5. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.





6. 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.
7. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
8. Undertake other relevant duties as directed, consistent with skills, competence and training.

### **Position Requirements:**

#### **Skills/Competencies**

1. Proven experience coordinating and delivering training, development, and/or cultural programs, including facilitation and stakeholder engagement.
2. Strong understanding of organisational culture principles and the ability to critically analyse data to identify gaps and recommend practical solutions.
3. Excellent communication and interpersonal skills, with the ability to convey messages clearly, influence outcomes, and build trust at all levels.
4. Strong analytical and planning abilities, including the capacity to interpret data, manage competing priorities, and meet project milestones.
5. Proficiency in Microsoft Office and business systems, and the ability to work independently across multiple projects with initiative and minimal supervision.

#### **Mandatory Qualifications, Licences and Experience**

1. Qualifications relevant to the duties of the position (eg: Organisational Development and/or Human Resource Management ) and/or sound level of relevant experience.
2. Demonstrated experience independently managing and delivering multiple projects and organising work to meet timeframes.
3. Possess and maintain a current motor vehicle driver's licence.

#### **Desirable Qualifications, Licences and Experience**

1. Experience in a local government environment.

#### **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.
4. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

### ***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.





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## SELECTION CRITERIA

<b>Position Number/s:</b>	3765
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<b>Reports To:</b>	Principal Organisation Development
<b>Revised:</b>	June 2025

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

1. Mandatory qualifications and experience:
  - a. Qualifications relevant to the duties of the position (eg: Organisational Development and/or Human Resource Management) and/or sound level of relevant experience.
  - b. Demonstrated experience independently managing and delivering multiple projects and organising work to meet timeframes.
  - c. Possess and maintain a current motor vehicle driver's licence.
2. Proven experience in coordinating and delivering training, and/or development programs, including facilitation and stakeholder engagement.
3. Demonstrated ability to design, coordinate, and implement organisational development initiatives and programs in partnership with key stakeholders to support Council's culture and engagement goals.
4. Strong analytical skills with the ability to critically analyse data, identify gaps, and recommend practical solutions.
5. Excellent communications and interpersonal skills, with the ability to convey messages clearly, influence outcomes, and build trust at all levels.
6. Proficiency in Microsoft Office and business systems, with the ability to work independently across multiple projects with initiative and minimal supervision.



**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.