



POSITION DESCRIPTION

POSITION TITLE	Organisational Development Specialist
DIRECTORATE - SECTION	Corporate Services - Business Performance and Strategy
LEVEL - EBA	Level 9
RESPONSIBLE TO	Director Corporate Services

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

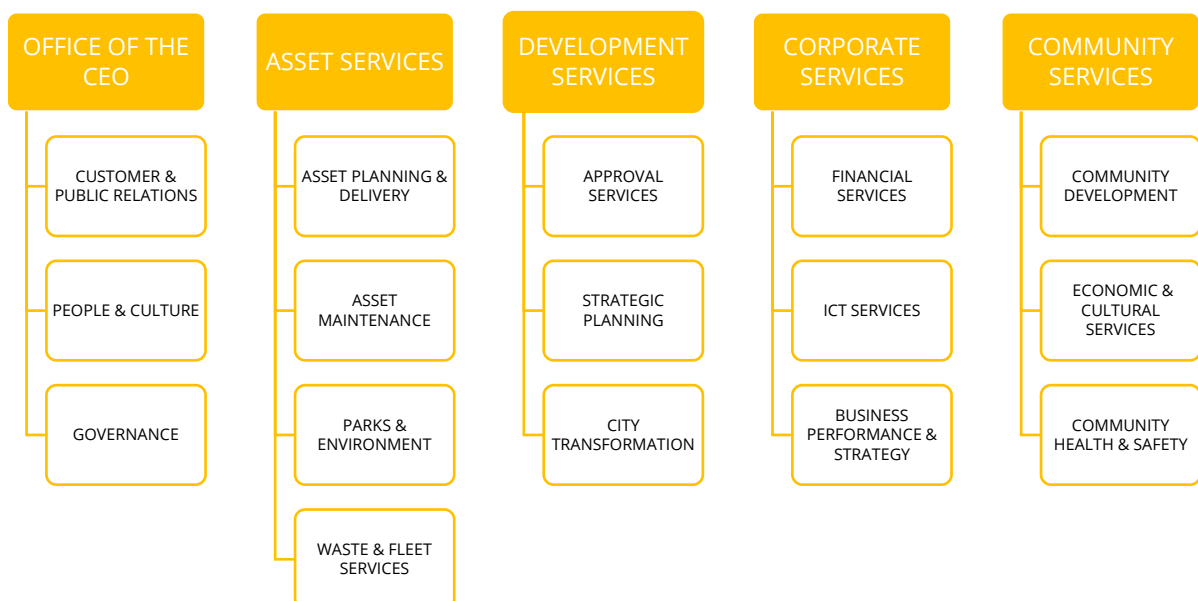
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

SERVICE	Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
PROFESSIONALISM	Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
QUALITY	Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Works in partnership with the City's Leadership Team to develop and implement strategic and high-quality organisational development outcomes, in line with organisational goals.

Influences the capacity and culture of the City through the design of organisational development programs to enhance leadership capability and employee experience within the employment lifecycle.

KEY RESULT AREAS

CULTURAL DEVELOPMENT

- Administer and coordinate delivery of programs for capability development, leadership, induction and culture.
- Evaluate the effectiveness of all organisational development and learning programs implemented through the deployment of evaluation techniques and staff surveys.

KNOWLEDGE MANAGEMENT

- Facilitate the capture and sharing of corporate knowledge through the development and implementation of systems and frameworks including a Knowledge Management Framework.
- Lead the review and upgrade of the City's corporate knowledge systems.
- Encourage a culture of knowledge sharing and collaborative workflow amongst Business Units and project teams.

CONTINUOUS IMPROVEMENT

- Promote continuous improvement activities to City staff to encourage an organisational improvement culture and participate in process improvement projects aimed at improving delivery of services.
- Participate in improvement projects throughout the City in consultation with Business Units assisting in the development and implementation of improvement initiatives.
- Develops an innovation program enabling and embedding creative and innovative thinking in the organisational culture.

ORGANISATIONAL DEVELOPMENT

- Evaluate the effectiveness of all organisational development and learning programs implemented through the development of contemporary evaluation techniques.
- Lead on the development and implementation of Organisational Development initiatives aimed at promoting a positive organisational culture.
- Provides advice and support to business units in applying and working with organisational development tools and frameworks.
- Provides oversight of staff training and development requirements in order to improve employee performance.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Relevant Degree in Human Resources, Education or related field or substantial experience in a similar role.
- Certificate IV in Training and Assessment (desirable)

SELECTION CRITERIA

1. Excellent communication skills with demonstrated ability to engender positive working relationships.
2. Highly developed interpersonal and facilitation skills.
3. Demonstrated analytical and problem-solving skills and ability.
4. Understanding of Knowledge Management and Continuous Improvement concepts and methodologies.
5. Substantial experience in developing and implementing organisational wide cultural, learning and development programs.
6. Highly developed research and problem-solving skills, including the capacity to analyse issues and develop practical solutions for process improvement.
7. Substantial experience in project planning, management and review, including the ability to prioritise and handle multiple tasks. (Desirable)
8. Excellent emotional intelligence skills. (Desirable)

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Director Corporate Services
DATE PD REVIEWED/APPROVED: 16 January 2025
