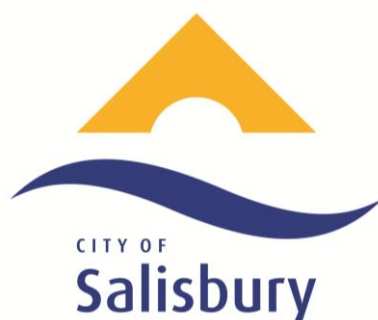




POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	ORGANISATIONAL DEVELOPMENT ADVISOR
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS WORKPLACE AGREEMENT (AS UPDATED FROM TIME TO TIME)
CLASSIFICATION:	MOA Level 6
DEPARTMENT / DIVISION:	CORPORATE DEVELOPMENT / PEOPLE AND PERFORMANCE
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	DIVISIONAL HEAD - PEOPLE AND PERFORMANCE
DIRECT REPORTS:	NIL
POSITION NUMBER:	000946

POSITION OBJECTIVES:	In collaboration with the Divisional Head – People and Performance, provide specialist organisational development advice and lead improvements in organisational capability across the City of Salisbury by: • Partner with leaders and stakeholders to lead the delivery of key People Strategy initiatives including the MyEMA platform, Employee Engagement processes and the Leadership Development Framework, to enhance organisational capability and performance. • Lead the design, implementation and evaluation of evidence-based Organisational Development and Change Management initiatives across the organisation. • Ensure Change Management & Learning and Development initiatives support the roll out of HR programs are aligned to strategic objectives, measurable outcomes and budget requirements. • Lead and contribute to organisation-wide projects, wellbeing initiatives and continuous improvement activities
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VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us Empowerment • Take initiative and act with confidence • Make informed decisions and own the outcome • Share ideas, feedback and solutions • Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	People Strategy Execution • Lead the planning, implementation and evaluation of programs of work within the Organisational Development function. • Provide strategic advice and recommendations to support the monitoring, evaluation and continuous improvement of the Organisational Development components of the People Strategy. • Identify gaps, inefficiencies, and areas for improvement through the use of data-driven insights. Organisational Development • Conduct organisation-wide assessments of organisational development practices, culture, capability and performance to identify strategic improvement opportunities. • Identify gaps, inefficiencies, and areas for improvement through the use of data-driven insights. Design • Collaborate with leaders across the organisation to develop organisational development solutions that align workforce capability with strategic objectives. • Design interventions and programs to address identified needs.

	- Develop and lead Change Management strategies, including stakeholder engagement, change impact assessments and capability uplift activities. Development - Develop and recommend innovative organisational development solutions to drive positive change, improve organisational effectiveness and strengthen workforce capability. - Facilitate workshops and discussions to encourage creative problem-solving. - Design, support, and facilitate leadership programs connected to the overarching People Strategy. Implementation - Translate design concepts into actionable plans. - Work closely with stakeholders to implement change initiatives. - Monitor progress, adjust strategies as needed, and ensure successful execution. - Have the ability to take a Train the Trainer approach upon implementation of programs and or projects.
WHS RESPONSIBILITIES:	- Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. - Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above. - Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. - Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. - Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. - Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	- To comply with the Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. - To manage all Corporate Records in accordance with required procedures.
ESSENTIAL SELECTION CRITERIA:	- Graduate qualifications are preferred or minimum 5 years' experience within Management, Human Resource Management, or related fields. - Demonstrated experience leading complex organisational development, leadership, culture and/or change management initiatives across multiple business areas. - Proven success in the development, delivery, and evaluation of strategic Human Resource initiatives. - Exceptional customer service and stakeholder management skills.

	• Effective oral & written communication skills, including report writing, presentation, facilitation, consultation, negotiation, coaching and dispute resolution. • Proven integrity, the ability to maintain confidentiality when working with sensitive issues and experience in participating in sensitive matters.
DESIRABLE SELECTION CRITERIA:	• Knowledge of functions and services within local government organisations. • Experience in leading and/ or participating in change management activities. • Understanding of basic HR Theoretical Models which underpin Organisational Development. • Project Management skills.
SPECIAL CONDITIONS:	• Some work after hours may be required
EXTENT OF AUTHORITY:	• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: