

Melton City Council

Coordinator Organisational Development

Position Description PD: 00723

A vibrant, safe and liveable
City accessible to all

1. Position details

Position Title	Coordinator Organisational Development
Directorate	Office of the CEO
Business Unit	People and Safety
Position Classification	Senior Executive Officer
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022-2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Chief People Officer
Supervises	Learning Team Leader Diversity Specialist
Internal liaisons	• Councillors • All Council Staff
External liaisons	• The Community • Other Councils • State Government Departments

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Risk Management

Leaders are responsible for the overall stewardship, strategic direction, governance and performance of their business area and will;

- Ensure that staff have a strong understanding of the Risk Management Framework and set the tone around accountability and ownership of risks and controls;
- Identify, manage, monitor and report activities associated with risk within their business unit ;
- Ensure appropriate controls are in place to manage day-to-day risk activities and risk events arising in their business unit ;
- Oversee the development and maintenance of a risk register relevant to their area;
- Ensure there are appropriate risk management resources in place for the implementation of controls and appropriate risk management processes.



4. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

5. Child Safe Environment

Melton city council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure.

6. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Build organisational capability and future readiness by leading the design, delivery and evaluation of evidence-based organisational development, learning and leadership programs that enhance workforce capability, inclusion and adaptability. Ensure initiatives align with Council values, capability frameworks and future workforce needs, and deliver measurable improvements in performance and employee experience.
- Lead and embed enterprise-wide organisational development initiatives that support Council's People Strategy and broader strategic objectives. Drive improvements in organisational effectiveness, leadership capability, culture, engagement and change maturity through targeted interventions, diagnostics and change programs.
- Provide expert advice on organisation design, workforce reform, leadership development, talent management, change management and cultural transformation, enabling leaders to lead effectively through complexity and change.
- Ensure strong governance, assurance and data integrity across OD activities by overseeing compliance, systems, reporting and evaluation frameworks. Use workforce data, insights and evidence to inform decision-making, workforce planning, capability investment and continuous improvement.
- Strengthen people systems and processes that support capability development, including performance, talent, learning and succession approaches, ensuring they are integrated, scalable and aligned to organisational priorities and best practice.
- Champion inclusive leadership and a positive organisational culture by embedding diversity, equity, inclusion and wellbeing principles into OD practices, leadership capability frameworks and development programs.

5. Key responsibility areas

- Lead and develop a high-performing OD team and partner network, model Council values, and manage budgets, providers and contracts to deliver high-quality outcomes consistent with local government governance standards.
- Lead enterprise-wide organisational development and workforce capability initiatives aligned to the Council & wellbeing Plan and the People Plan, ensuring the organisation is future-ready, resilient and equipped to deliver community outcomes.

- Drive improvements in organisational culture, engagement and inclusion through targeted OD and leadership interventions, achieving measurable uplift in employee engagement, inclusion, wellbeing and leadership effectiveness indicators.
- Design, deliver and evaluate contemporary leadership development, learning and capability programs that strengthen people leadership, support ethical and inclusive practice, and meet both mandatory and strategic organisational requirements.
- Provide strong governance across OD systems, frameworks and processes, including performance development, succession planning, talent and workforce planning, ensuring compliance, quality data, evidence-based decision-making and demonstrated impact.
- Manage OD tools, frameworks and resources, including performance development processes, engagement initiatives and succession planning for critical roles.
- Ensure accurate OD metrics, reporting and risk management across all OD activities.

6. Accountability and extent of authority

- Accountable for the team's performance, including staffing; performance; staff development; staff satisfaction; customer satisfaction and staff retention.
- Accountable for the development, implementation and interpretation of key documents including vision, strategy, plans, policies and procedures; responsible for knowledge management and education of Council staff, contractors, volunteers and student.
- Accountable for Council's performance, reputation and representation; represent Council in public forums, local committees, Council committees and advisory committees.
- Accountable for Council's compliance to legislative and policy requirements.
- Accountable for adhering to Council's policies and procedures, including the Code of conduct, and for ensuring team do same.
- Accountable for delivering the business unit's budget and expenditure, and for budget reporting.

7. Judgement and decision making

- Make timely and clear decisions in regard to work plans, programming, scheduling, operational matters and organisational work performed by the business unit.
- In consultation with the Chief People Officer, make decisions in regard to the business unit's strategy, vision and purpose.
- Provide timely and clear direction to Council staff in regard to appropriate responses to issues; for example, determining whether a matter should be decided, delegated, escalated or sent out for consultation. Demonstrate appropriate levels of awareness of other factors in decision-making, such as the political sensitivities.
- Problem solving; facilitate technical or complex problem solving for problems that cannot be resolved by individual staff.
- Interpret and make recommendations on key documents such as policy and plans.
- Make decisions with regard to expenditure within the approved budget.
- Identify and report important/significant issues/concerns to the Director and/or the Executive.
- Make recommendations to the Director, on matters not currently within budget parameters and policy/procedural guidelines.

8. Specialist skills and knowledge

- Advanced expertise in organisational development practice, including organisation design, leadership development, culture, change management and learning capability, applied within complex, unionised and legislatively governed local government or public sector environments.



- Strong knowledge of culture, engagement and inclusion frameworks, with the ability to interpret engagement data, workforce diagnostics and qualitative insights to design evidence-based interventions that improve leadership and employee experience outcomes.
- Demonstrated expertise in workforce capability planning and talent systems, including performance development, succession planning, critical role management and leadership pipelines aligned to organisational strategy.
- Sound understanding of governance, compliance and risk requirements relevant to organisational development, learning and development and diversity and inclusion, including mandatory training obligations and relevant legislation applicable to local government.
- Highly developed strategic advisory capability, with the ability to influence Executive Leaders, translate complex workforce data into practical insights, and lead organisation-wide change initiatives in a politically and operationally complex environment.

9. Management skills

- Ability to build a high performing team; to provide guidance and direction; to coach and mentor; to identify and plan for future needs; to build and manage work and performance plans; to manage performance including underperformance; to make change; empower others and to develop talent.
- Ability to develop vision and purpose; to manage and oversee the development and implementation of strategies, policies and procedures; to communicate vision effectively.
- Ability to balance the operational and people priorities, on a short, medium and long term basis; to incorporate (where possible) Council's objectives and key stakeholder (including staff) needs.
- Ability to meet deadlines and comply with Council direction and policies.

10. Interpersonal skills

- Ability to lead and motivate staff so as to achieve a high level of performance and job satisfaction; to communicate effectively with staff and key stakeholders in a way that builds trust; to reflect the values, particularly in pressure situations.
- Ability to understand and embody Council culture in decision-making, relationship-building and conflict resolution; to influence others positively; to negotiate for outcomes that aim to satisfy all stakeholders (where reasonably possible); to drive change and improved performance in a positive manner.
- Ability to work in a changing environment; to adapt to unforeseen changes in the environment; to lead the team in times of uncertainty; to perform as a team member, a subordinate or as a leader and to be able to "switch hats" quickly.
- Ability to make and communicate decisions in a timely manner, with appropriate levels of consultation.
- Ability to take on and provide feedback; to make giving and receiving feedback a positive learning experience; to role model appropriate ways of seeking, providing and processing feedback.

11. Qualifications and experience

- A tertiary qualification in a relevant field or demonstrated experience in a similar position
- Experience in leading and developing teams, strategies and other key documents, programs and budgets.
- Extensive experience and understanding in influencing and driving organisational change.



12. Key Selection Criteria

1. A tertiary qualification in organisational development, human resources, leadership, organisational psychology or a related discipline, or extensive senior-level experience delivering enterprise-wide organisational development outcomes in a complex public sector or local government environment.
2. Team: Demonstrated ability to build, lead and sustain high-performing multidisciplinary teams, including setting clear expectations, managing performance (including underperformance), developing talent, coaching and mentoring leaders, leading change and empowering staff to deliver outcomes aligned with organisational priorities.
3. Leadership: Demonstrated capability to provide strong people and organisational leadership, including communicating effectively with diverse stakeholders, influencing executive-level decisions, building trust and credibility, role-modelling Council values, and aligning workforce and capability initiatives to Council's current and future needs.
4. Demonstrated ability to manage and oversee the operational delivery of organisational development functions, including work planning, performance planning, budgeting, project management, vendor and contract management, and evaluation of outcomes within a public sector governance framework
5. Demonstrated ability to ensure compliance with relevant legislation, policies and standards impacting organisational development, learning and diversity and inclusion, including managing risk, mandatory training obligations, reporting requirements and audit readiness in a local government context.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date