

## Position Description: Organisational Development Coordinator

### PRIMARY ROLE STATEMENT

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

The Organisational Development Coordinator is responsible for providing efficient, effective and proactive organisational development programs including keeping up-to-date with best practice and improving all organisational development and personnel related processes to increase service standards and outputs to all customers.

### KEY DUTIES AND RESPONSIBILITIES

#### ***Organisational Development Programs***

- Responsible for assisting the Manager, Human Resources to establish a strategic approach to Organisational Development planning and other Human Resources/Organisational Development projects
- Manage Organisational Development projects and initiatives such as organisational culture and staff survey projects, leadership and management development and workforce planning/succession planning
- Coordinate/assist with the change and transitional projects for Council
- Provide HR/OD related policy assistance and advice to managers and employees
- Assist with the reward and recognition program including the salary progression process
- Coordinate and implement Council's end-to-end on-boarding, orientation and induction program
- Coordinate processes to assist with change management and continuous improvement within the organisation
- Develop and produce OD metrics reports as required
- Maintain efficient budget procedures
- Manage/assist with other HR projects and initiatives as required

#### ***Learning and Development***

- Conduct and analyse Training Needs Analysis which results in a strategic learning and development approach to address Council's corporate needs including recommending appropriate solutions
- Assist with Council's compliance training programs
- Oversee the training plan as part of the performance review process including administration, implementation, evaluation and reporting
- Assist in data input and reporting of Council's HR systems

- Coordinate Council's Learning Management System and on-boarding process including maintenance and record keeping as required
- Coordinate and provide advice on Council's Education Assistance Program and corporate memberships

#### ***Trainee & Apprentice Program***

- Coordinate Council's trainee and apprentice program including enrolments, claim incentives and monitor the progress and provide assistance to trainees and apprentices and their supervisors as required.

#### ***Child Safe Organisation***

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

#### ***Fraud and Corruption Prevention***

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to Council's Internal Ombudsman in the first instance, who will notify the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

#### ***Work Health & Safety***

In accordance with Council's WHS Policy 2018, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have agreed to work to this Policy.



We are **determined**  
to succeed

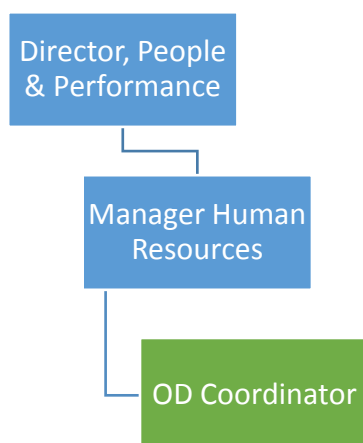


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## ORGANISATION STRUCTURE



## ABILITIES, QUALIFICATIONS, EXPERIENCE

### ***Essential***

- Tertiary qualifications in Organisational Development/Human Resources or Training
- Demonstrated experience in a similar position
- Certificate IV in Training & Assessment
- Experience in the delivery of HR and/or OD related projects
- Computer literacy with experience in the use of Microsoft applications including word processing, spreadsheets and databases
- Experience in the development and implementation of HR related systems
- Advanced written and verbal communication skills
- Experience in undertaking training needs analysis at a strategic and individual level
- Knowledge and understanding of principles impacting organisational cultural change

### ***Employment Screening Required***

- ☐ Qualifications verification
- ☐ Licence Check if driving Council vehicles

<b>Position &amp; Est Number</b>	
<b>Classification</b>	Grade 11
<b>Job Function Group:</b>	Professional
<b>Reports to:</b>	Manager, Human Resources
<b>Staff Reporting Responsibilities:</b>	Nil
<b>Budget Responsibility:</b>	Nil



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Date:

Agreed:

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[Insert Employee Name]

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Employee signature



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