

### Position Description

<b>Title:</b> Coordinator Organisation Development (Position 170)	<b>Award Classification:</b> Band 3, Level 3
<b>Department:</b> Organisation Development and Performance	<b>Salary Classification:</b> Grade 6
<b>Tenure:</b> Permanent Full Time	<b>FTE:</b> 1

#### **Context:**

The Corporate and Commercial Division provides a range of services and advice to Kempsey Shire Council to support the organisation achieve its strategic goals. Through the establishment of effective internal systems, the Organisation Development and Performance Department encourages continual improvement of the organisation while positioning Council as an employer of choice. Service and advice are provided in the areas of strategic human resources planning, organisation culture, change management, talent management, performance management and reporting, work health and safety, learning and development, attraction and retention, and career development.

#### **Role Purpose:**

The Coordinator Organisation Development, supports the performance of the Organisation Development and Performance Department by driving Council’s talent management and organisation learning strategies.

#### **Key Accountabilities:**

- Facilitate the design, implementation and evaluation of organisation development initiatives and projects to reinforce Council’s values and foster the development of a high-performing workplace culture e.g. team development, mentoring, coaching, and succession planning;
- Develop and implement strategies to attract, develop and retain talent;
- Oversee the recruitment and selection of employees across Council including advertising, interviewing, pre-employment vetting, and staff induction and onboarding;
- Manage Council’s position establishment and position classification systems;
- Develop business partner relationships with the management team, and other internal clients to support change management initiatives to foster organisation learning;
- In conjunction with the manager, proactively address and respond to OD/HR issues by bringing key stakeholders together to assess root causes and performance gaps, and implement interventions;

- Focus on improving group and departmental communication by facilitating team and departmental planning and interaction to improve productivity, decision making and performance;
- Facilitate workshops, forums, information sessions, training courses and other professional development activities
- Oversee the coordination of work experience, vocational employment, traineeships, cadetships and apprenticeship programs throughout the region;
- Coordinate the operation of Council’s payroll processes and Human Resource Management Information Systems;
- Monitor remuneration trends and the impact of Council’s reward and recognition strategy;
- Coordinate leadership development programs for emerging leaders and managers, integrated with mentoring/coaching, and aligned to council’s performance management strategy;
- Design and coordinate Council’s recurrent corporate training program;
- Provide advice and guidance on statutory compliance with relevant employment legislation, including the Local Government Award, and organisational development/human resource policies and procedures; and
- Coach team members to provide a high-level of service to leaders and employees throughout Council.

#### **Core Competencies:**

- Tertiary Qualification in Human Resource Management or Business Management, and/or demonstrated experience relevant to the role
- Analyse organisational phenomena, design organisation development interventions, and facilitate change processes;
- Develop strategies to attract, develop and retain talent;
- Conduct training and deliver presentations;
- Configure and automate HR systems to provide information, deliver eLearning modules, collate and interpret data sets, and deliver a seamless customer experience;
- Consult with stakeholders to develop workforce plans, strategies and documentation;
- Conduct meetings, engage and encourage participation, and gain consensus; and
- Write reports, policies, procedures, and guidelines.
- Hold and maintain a current NSW Drivers Licence

#### **Supervision Received:**

This role reports to the Manager Organisation Development and Performance.



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our community to build an  
*inspired, connected*  
Macleay Valley”**

**Supervision Exercised:**

The following roles report to the Coordinator Organisation Development:

- Organisation Development Advisor (x2)

**Role Authorisation:**

.....(Director Signature) ..... Date

**Role Acceptance and Accountabilities:**

*The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.*

.....(Role Incumbent's Signature) ..... Date