



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## POSITION DESCRIPTION

<b>Organisation:</b>	Torres Strait Island Regional Council
<b>Position Title:</b>	Organisational Development Officer
<b>Position Classification:</b>	Level 5 – 6
<b>Instrument:</b>	Torres Strait Island Regional Council Certified Agreement
<b>QLD Local Government Industry Stream:</b>	Stream A
<b>Directorate:</b>	Corporate Services

### PRIMARY PURPOSE

We are much more than a Council. Our work impacts the lives of the Community we serve in a profound way through the range of services we offer, as a major employer and a vital link in the infrastructure that supports the community. We respect *Ailan Kastom* and what it has to teach us to help culture and communities to thrive. We recognise that each community is not the same with unique language and cultural differences.

### POSITION OBJECTIVE

The Organisational Development Officer is responsible for coordinating and supporting Council's learning and development programs. This role focuses on developing, delivering, and evaluating staff training to meet organisational goals, ensuring that all learning initiatives align with Council's strategic objectives, and maintaining the Learning Management System (LMS) and other related systems.

### KEY RESPONSIBILITIES

#### Learning and Development Coordination

- Support the Manager People & Wellbeing in developing and implementing the Learning and Development Strategy.
- Coordinate the development, delivery, and evaluation of internal staff training programs, including the annual training plan.
- Oversee the creation and management of leadership development programs, focusing on the building capacity within the Torres Strait
- Conduct training needs analysis (TNA) and maintain training matrices to address skill gaps and enhance employee competency.
- Support the employee onboarding process through the design, implementation and delivery of orientation pathways.
- Identify and assist in applications for funding opportunities to support the training needs of Council.

#### Organisational Development

- Provide leadership in staff engagement activities including staff engagement surveys, staff recognition and other business improvement programs.
- Identify and recommend areas of improvement in Organisational Development activities.

### **Consultation and Support**

- Provide advice and consultancy to managers and staff on learning and development requirements.
- Collaborate with the Safety & Wellbeing team to develop and implement health and safety training, ensuring compliance with statutory regulations.
- Support the coordination of Council's performance review programs.
- Contribute to community engagement activities related to recruitment such as careers days, building and maintaining partnerships with key stakeholders, and other activities promoting Council as a career pathway.

### **Administration and Systems Management**

- Manage course bookings, training records, and ensure accurate updates within the Learning Management System (LMS).
- Monitor and report on training budgets, ensuring that resources align with the Council's Learning & Development Strategy.
- Prepare reports on training effectiveness and areas for improvement.

### **General Responsibilities**

- Participate in special projects as required and perform other duties to support Council's objectives.
- Maintain compliance with TSIRC's health and safety policies, ensuring a safe work environment.
- Act as a model for TSIRC's values, promoting a positive and productive workplace culture.

## **CAPABILITIES, SKILLS & EXPERIENCE**

- 1) Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
- 2) Tertiary qualifications, or working towards, in Training, Learning & Development, Education, or similar and/or substantial experience in the design, facilitation and delivery of learning solutions and skills development programs.
- 3) Certificate IV Training and Assessment an advantage.
- 4) Ability to analyse business needs and design specific solutions including developing training materials.
- 5) Familiarity with eLearning tools including managing a Learning Management System, establishing content and providing reports.
- 6) Ability to manage multiple projects and deadlines in a dynamic environment.
- 7) Strong communication and interpersonal skills, with the ability to build relationships across all organisational levels.
- 8) Proactive and self-motivated, with a passion for continuous learning and development.
- 9) Knowledge of Torres Strait languages, such as Meriam Mer, Kala Lagaw Ya, or Creole.

## OTHER CONDITIONS/REQUIREMENTS

- Occasional travel including throughout the Torres Strait Islands is a requirement of this position.
- TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.
- The employee shall comply with relevant Workplace Health and Safety legislation, Codes of Practice and Council's Workplace Health and Safety Management System.
- A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.
- The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:
  - a) anti-discrimination
  - b) equal employment opportunity
  - c) confidentiality
  - d) local government principles
  - e) *Ailan Kastom*
  - f) Council's Vision and Values.

## OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement	Desired Behaviours
 <p><b>ONE</b> We are <b>one team</b> who achieves <b>together</b>.</p>	<ul style="list-style-type: none"> <li>• We show care for people and look out for each other.</li> <li>• We speak up and support others to be safe and healthy.</li> <li>• We respectfully address behaviours that conflict with Council's values.</li> <li>• We create positive unity within our organisation, our communities and our region.</li> </ul>
 <p><b>RESPECT</b> We have <b>respect</b> for each other and the <b>communities</b> we serve.</p>	<ul style="list-style-type: none"> <li>• We respect and recognise Ailan Kastom.</li> <li>• We are open and collaborative, valuing clear community engagement.</li> <li>• We recognise and respect diversity, individual needs, experience and strengths.</li> </ul>
 <p><b>ACCOUNTABILITY</b> We are <b>accountable</b> and responsive to our <b>communities</b>.</p>	<ul style="list-style-type: none"> <li>• We take pride in our work and pursue a standard of service excellence, doing more with less.</li> <li>• We consistently strive for transparency and good governance to the benefit of public interest.</li> <li>• We are reliable, honest and ethical in all we do.</li> </ul>
 <p><b>COURAGE</b> We are <b>courageous</b> leaders, who think <b>innovatively</b>.</p>	<ul style="list-style-type: none"> <li>• We encourage, value and reward creative thinking.</li> <li>• We respect and explore different ideas and perspectives.</li> <li>• We embrace change and actively promote Council's vision.</li> </ul>
 <p><b>RESILIENCE</b> We are builders of a <b>sustainable</b> and <b>resilient</b> region.</p>	<ul style="list-style-type: none"> <li>• We actively seek opportunities to continuously improve and bring growth to our region.</li> <li>• We think globally, act regionally.</li> <li>• We empower our people and communities; embracing local opportunity and participation.</li> </ul>