

POSITION DESCRIPTION

Position Title Organisational Development & Design Project Support Officer	HR1123 Position Level Level 5 – City of Bunbury Employees 2024 Enterprise Agreement MAX TERM 24 MONTHS	Reports To Senior Organisational Design & Architect Officer	Primary Location Administration Building
Role of Position The Organisational Development & Design Project Support Officer plays a key role in supporting the effective delivery of learning and development initiatives, ensuring alignment with industry best practices. This position supports project coordination of the City's Clarity & Performance project to drive the organisation's HR capability development and enhance employee learning experiences.			
Accountabilities <ul style="list-style-type: none"> Organise and deliver project-related tasks, including scheduling and attending meetings, training sessions, workshops, and stakeholder consultations. Maintain comprehensive project documentation and assist in preparing reports and presentations for leadership. Coordinate communications, distribute updates, and gather feedback from stakeholders on the project and learning and development initiatives. Research and support the refinement of the HR Capability Framework to align with industry standards and best practices. Provide courteous, efficient support to both internal and external queries. Prepare in-house learning and development training sessions, including setup, pack-down, and catering arrangements. Assist in rolling out learning and development programs, creating and distributing relevant materials. Oversee learning and development training bookings, including purchase order processing and invoice approvals. Manage learning management system (LMS) registrations and provide training and support to end users. Liaise with external training providers and educational institutions to complement learning and development initiatives. Stay updated on industry trends, best practices, and emerging technologies in learning and development. Essential Criteria <ul style="list-style-type: none"> Tertiary qualification and/or relevant experience in project management and learning and development, preferably in a public sector or local government environment. Effective communication skills, including interpersonal skills, to achieve outcomes. Demonstrated commitment to continual self-improvement, including integrating performance feedback to improve own results. Advanced organisational skills with the ability to handle multiple assignments. Ability to build rapport and confidence with employees and suppliers. Well-developed problem solving and analytical skills. Demonstrated time management and prioritisation skills. Possession of a current National Police Clearance General knowledge of Equal Employment Opportunity and Diversity Acts. 		Internal Relationships <ul style="list-style-type: none"> All City of Bunbury employees External Relationships <ul style="list-style-type: none"> Local Government Agencies. Corporate Suppliers. Business. Other Regulatory Authorities. Financial Accountabilities and Delegations <ul style="list-style-type: none"> Acts within established practices. Purchasing authority limit of \$500.00. Desirable Experience <ul style="list-style-type: none"> Human Resources qualification and/or experience. Project Management qualification Previous experience in Local Government environment. Experience coordinating multiple initiatives and prioritising activities to maximise organisational outcomes. Experience in the collation and analysis of data. Experience developing high quality documentation. Experience communicating with, engaging, and coordinating a variety of stakeholders. Experience working and contributing to an effective team. 	

<p>Mission Statement Welcoming and Full of Opportunities</p> <p>Values Employees at the City of Bunbury observe the following Values in their day to day activities:</p> <p>We are Community</p> <ul style="list-style-type: none"> We are one team We keep each other safe We display empathy and respect We have fun and celebrate our successes We work together to achieve great outcomes <p>We are Open</p> <ul style="list-style-type: none"> We are open to opportunities We actively listen and think things through We are inclusive and treat everyone equally We are honest and open in our communications We are open to feedback to improve our performance <p>We are Brave</p> <ul style="list-style-type: none"> We lead the change, we own it! We trust and empower each other We have the difficult conversations early We hold ourselves to the highest standard We have the courage to improve and simplify <p>#WEARECOB</p>	<p>Misconduct City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.</p> <p><u>Employees must:</u></p> <ul style="list-style-type: none"> Apply accountable and ethical decision making principles within the work environment. Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct. Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003. Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO. <p>Risk Management</p> <ul style="list-style-type: none"> Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director. Apply sound operational risk management practices within the work environment. <p>Customer Service</p> <ul style="list-style-type: none"> Foster, advocate and implement the City's Customer Service Charter. Aim to exceed customer expectations. Strive for an element of consistency from one service transaction to the next. Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery. <p>Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.</p>	<p>Work Health and Safety <u>Managers/Supervisors must:</u></p> <ul style="list-style-type: none"> Ensure adherence to WHS policies and procedures. Consult and cooperate with workers and WHS representatives on WHS issues. Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely. Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls. Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately. Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment. Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures. Provide PPE as required and ensure workers are aware of correct usage and storage requirements. Ensure all plant and equipment is properly maintained. Maintain relevant knowledge of WHS issues. Act as a role model by demonstrating safe work behaviours. <p><u>Workers must:</u></p> <ul style="list-style-type: none"> Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation. Participate in the development of a healthy and safe workplace. Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local polies and procedures. Cooperate with management in its fulfilment of its legislative obligations. Report any injury, illness, hazard or near miss immediately, where practical to their supervisor. Familiarise themselves with the work health and safety policies and procedures Not wilfully or recklessly interfere with safety equipment. <p>Accountable and Ethical Decision Making</p> <ul style="list-style-type: none"> Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained. Act fairly and justly, abiding by principles of due process and natural justice. Be accountable and transparent. Do your job effectively and as efficiently as possible. Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct. Declare any potential conflicts of interest.
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Signature:

Date: