

Position Description

POSITION TITLE:	Organisational Development Officer
POSITION NO:	2152
DIRECTORATE:	Corporate Services
DEPARTMENT:	People, Culture & Performance
SECTION:	Organisational Development
CLASSIFICATION:	Band 6
LOCATION:	Civic Precinct and Community Hub
DATE:	March 2025

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Organisational Development
Supervises:	Nil.
Internal Liaisons:	All Council employees.
External Liaisons:	Training and Development providers and members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

Design and implement programs, projects and strategies in response to Council priorities and emerging needs.

Support the Organisational Development Coordinator to develop and implement organisational wide development (OD) and learning initiatives and to facilitate sessions as required.

To develop e-learning materials and support other areas of the organisation to develop e-learning materials to the required quality standard.

DUTIES AND RESPONSIBILITIES

- Instructional design of e-learning programs and materials and training materials to assist other staff in the organisation to develop e-learning programs.
- Coordinate a year-round calendar that responds to dates of significance, that may include gender equity, prevention of violence, advocacy for and celebration of our LGBTQIA+ community
- Proactively administer and continuously improve systems to support the effective management of the Maribyrnong City Council Learning Management System, Capability

Framework, Corporate Training Calendar, Compliance training, coaching and mentoring frameworks, educational support.

- Develop and facilitate effective OD projects, programs, training and initiatives for staff
- First point of contact for queries received by OD and respond or escalate as appropriate.
- Ensure the efficient running of OD administration – procurement, invoicing, contract management, room bookings, catering etc
- Other duties and directed up to and consistent with skills and level of responsibility of the position.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.
- Provide support and formal input into policy development within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and refer to manager for any decisions on matters that could impact Council's policy, projects and budget.

JUDGEMENT AND DECISION MAKING

- Exercise judgement and autonomy to make decisions based on previously acquired experience and knowledge as well as knowledge of department, organisational goals and objectives.
- The nature of the work is usually specialised with methods, procedures and processes developed through theory or precedent.
- Ability to improve or develop methods, procedures and processes relevant to the role as required and applying them to problem resolutions.
- Guidance and advice from supervisor and other Council employees would usually be available.
- Exercise discretion and confidentiality whilst performing assigned duties.

SPECIALIST SKILLS AND KNOWLEDGE

- Instructional design for e-learning and other training / development activities
- Ability to use technology and systems relevant to the role.

- Proficiency in the application of theories, policies, procedures, processes and precedents relevant to the role.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Understanding of relevant State and Federal legislation, Acts and regulations relevant to the role.
- Basic knowledge and understanding of budgeting techniques.

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long term goals of the team and their alignment with Council's objectives.

INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve intra-organisational problems.
- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence

QUALIFICATIONS AND EXPERIENCE

- Significant experience in developing and implementing programs designed to meet specific needs
- Proven experience in supporting the delivery of organisation-wide programs
- Demonstrated ability to create and maintain productive partnerships across the organisation
- Experience in managing projects and outcomes to achieve set goals and meet deadlines in a consultative manner.
- Proven experience in developing and implementing employee engagement initiatives
- Strong background in supporting the reporting and evaluation of program outcomes

Mandatory:

- Diploma or degree level qualifications in OD/L&D/HR or related area.
- Certificate IV in Training and Assessment

Desirable:

- Project management qualifications and /or experience

KEY SELECTION CRITERIA

- Significant experience in developing and implementing OD or learning programs aligned to organisational needs.
- Diploma or degree level qualifications in OD/L&D/HR or related area.
- Certificate IV in Training and Assessment
- Demonstrated ability to support the development and implementation of organisation-wide initiatives
- Experience in Instructional design for e-learning and other training / development activities.
- Demonstrated project management skills.
- Excellent communication skills.
- Proven ability to build relationships and work collaboratively.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/
Coordinator:.....

Date: