

POSITION TITLE:	Organisational Development Advisor	CLASSIFICATION:	Band 6
REPORTS TO:	Head of People Capability	DIRECTORATE	Organisation Capability
DEPARTMENT:	People, Culture & Safety	TEAM:	People Capability

OUR STRATEGIC CONTEXT



PURPOSE

Our organisation is accountable, sustainable, and delivering effective services to our community.

VISION

Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.

VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

HOW YOUR ROLE CONTRIBUTES

The **Organisational Development Advisor** plays a pivotal role in advancing the organisation's people capability and effectiveness. This position is responsible for designing, implementing, and continuously improving strategies, structures, and processes that foster high performance, employee engagement, diversity, equity and inclusion and a thriving workplace culture.

This role requires a practical mindset, strong stakeholder engagement skills, and a passion for creating environments where people can do their best work and feel valued for who they are.

RESPONSIBILITIES	KEY OUTCOMES
Overall Organisational Development	- Support the People Capability team by identifying, initiating, and managing organisation development (OD) initiatives that build organisational capability and align with strategic direction. - Contribute to the design, development, and delivery of content and training for current and future OD programs - Support projects aimed at enhancing the delivery of OD initiatives, incorporating feedback and driving strategic improvements that elevate service excellence across the business
Diversity, Equity & Inclusion (DE&I)	- Support the implementation of the Gender Equality Action Plan (GEAP) to promote and achieve gender equality within the workplace - Ensure compliance with the Gender Equality Act 2020 and the Commission for Gender Equity - Contribute to the management of the Gender Impact Assessment (GIA) program - Manage the DE&I Calendar - Prepare data and analysis for review - Create employment surveys for compliance review. - Assist in campaigns promoting DEI awareness including communication plans. - Support research initiatives and contribute to the launch of new DE&I programs. - Help develop and deliver training and education for staff on gender equality, gender impact assessments, LGBTQIA+ inclusion and gender affirmation. - Provide regular reports and recommendations to the Executive Leadership team regarding workforce DE&I status
Talent & Succession	- Work with key stakeholders across the organisation to identify critical roles, assess talent and develop succession plans - Influence recruitment by developing strategies to attract and hire the right talent - Support annual staff development & performance processes

Employee Enhancement & Engagement	- Understand the culture at the City of Stonnington and look for strategies to create a positive work environment, build employee engagement and uphold our values - Support the implementation of strategies to enhance the employee journey from recruitment to offboarding - Help design, development and assess our organisation's current structures, culture, systems, and processes, reviewing data, conducting surveys and interviews with stakeholders, and analysing results to identify areas for improvement - Support an administer Employee Engagement Surveys across the organisation
Capability	- Support change management people strategies across the organisation - Work with the People Capability team to implement a competency leadership framework for all people managers at the City of Stonnington

KEY WORKING RELATIONSHIPS



Direct reports: N/A

Internal: P&C Business Partners, Talent Acquisition Advisors, Head of People Capability and People Capability team, Executive Team, Key Council stakeholders

External: Commission for Gender equality, contractors, vendors

REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

Accountability and extent of authority	- Ability to efficiently manage resources within clearly defined objectives and budgets, ensuring optimal utilisation and positive impact on the quality and cost-effectiveness of programs and projects, including planning, allocating, and monitoring resources appropriate to the role to meet organisational goals and standards. - Capability to offer advice or regulate client actions in accordance with established policies, involving understanding and interpreting policies, and providing clear guidance to clients, ensuring compliance and accuracy with decisions subject to appeal or review by senior employees. - Capacity to contribute to policy development through investigations, data analysis, and clear presentation of findings, ensuring outputs meet organisational standards and objectives by identifying key issues, gathering relevant data, analysing trends, and presenting insights coherently.
Judgement and decision making	- Ability to assess well-defined objectives and selecting the most appropriate methods, technologies, or processes from a range of alternatives by leveraging extensive professional knowledge and experience, evaluating different options based on feasibility, efficiency, and effectiveness to make informed decisions that align with organisational goals. - High level of competence in addressing complex or technical issues that demand innovative and effective solutions by identifying root causes of problems, brainstorming potential solutions, evaluating their feasibility, and implementing the most effective ones through creative thinking and technical knowledge. - Ability to make impactful decisions that significantly influence department outcomes by aligning actions with strategic objectives and applying advanced problem-solving skills while ensuring accountability for decisions made to maintain transparency and effectiveness
Specialised knowledge and skills	- Experience working with Learning Management Systems (LMS) in an administrative capacity. - An understanding and experience conducting learning needs analysis. - Experience developing, facilitating and delivering training and education programs - Experience developing, facilitating and delivering a range of D&I programs

	Excellent communication and collaboration skills with the demonstrated ability to discuss and partner with others to influence change.
Management Skills	- Skills in managing time, setting priorities, and planning and organising work efficiently. - Understanding of personnel practices such as equal employment opportunity, occupational health and safety, and employee development with the ability to implement these practices effectively. - Ability to manage resources relevant to the role to achieve objectives within set timelines and available resources.
Interpersonal skills	- Able to collaborate with external stakeholders and internal teams to address specialist issues within the scope of the role by effectively communicating, building strong relationships, coordinating efforts across functions, and resolving cross-functional challenges efficiently. - Proficient in fostering positive relationships and facilitating effective communication to achieve organisational objectives and resolve problems.
Qualifications and Experience	- A tertiary qualification in Human Resource Management, Business, Social Sciences (or related discipline) or lesser formal qualifications and substantial relevant experience. - Relevant years of experience working in Organisational Development with exposure to the key Organisational Development responsibilities - Knowledge and understanding of the Gender Equality ACT (2020) and associated legislative requirements - Outstanding written communication skills with experience preparing papers, presentations and communication plans - Well-developed research skills, including data collection, analysis, survey development and reporting - Knowledge and experience in Local Government (in a similar role) is an advantage Licensing and Background Checks: Current valid Victorian driver's licence, ability to complete a satisfactory police check, and a current Working with Children Check (WWC).

Capability Framework: Level 2 Accomplished

Capabilities are the essential skills and behaviours needed for effective role fulfillment, represented as observable actions

Project Management	Develop skills in planning, executing, and overseeing projects by effectively managing resources, monitoring progress, and ensuring alignment with objectives and budgets for successful project completion.
Change	Drive organisational change by identifying opportunities for improvement, implementing new processes, and ensuring smooth transitions while engaging and supporting stakeholders.
Communication	Enhance communication skills to foster collaboration, clearly convey complex information, and effectively influence decisions while resolving conflicts and building strong relationships.
Good governance	Ensure adherence to policies, legal requirements, and ethical standards by making transparent, accountable decisions and mitigating risks through continuous evaluation and improvement.
Achievement	Achieve organizational goals by setting clear objectives, prioritizing tasks, and delivering results efficiently, while consistently striving for quality and continuous improvement
Leadership Impact	Lead teams by influencing strategic decisions, developing talent, fostering collaboration, and driving long-term organisational success through effective leadership and mentorship.

WHAT WE ARE ALL RESPONSIBLE FOR



Workplace Health, Safety and Wellbeing:	We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.
Diversity, Equity, and Inclusion:	We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.

Code of Conduct:	We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.
Service Promises:	We Empathise We are Responsive We are Transparent We are Consistent We Follow Through
Safeguarding Children and Young People:	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers, and Councillors have a legal and moral obligation to keep children safe and promote their best interests.
Sustainability:	We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date:	October 2025
---------------------	--------------