



Position Details

Position title:	Senior Organisational Development Advisor
Award Classification:	Band 8
Department:	People, Culture and Safety
Division:	People and Experience
Date Approved:	September 2026
Approved By:	Chief People Officer

Organisational Relationships:

Reports To:	Head of Organisational Development
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Lead the development and implementation of key Organisational Development initiatives to support the delivery of the Council Plan
- Collaborate and coordinate across People Culture and Safety, as well as the broader organisation to ensure effective and efficient implementation of OD initiatives
- Oversee multiple projects and priorities, ensuring alignment to objectives and a streamlined approach to delivery in line with organisational change methodology

Key Responsibilities and Duties

- Develop, implement and evaluate Organisational Development initiatives in line with Legislative requirements, People and Culture Strategy and Policy within a complex environment

- Take a lead role on key initiatives such as the employee Diversity and Inclusion strategy, including the delivery of the Gender Equality Action Plan, employee engagement surveys, induction, recognition and reward, strategic workforce planning, learning and development, as well as leadership development
- Provide expert learning and organisational development advice, guidance, coaching, and feedback to learners, leaders, and stakeholders
- Update, develop and review key policies and resource material to align with Organisational Development objectives
- Contribute to the implementation of the HR Systems Solution Project
- Undertake administrative duties in support of Organisational Development work and adhoc projects as required
- Develop constructive working relationships, build internal networks, and proactively seek to develop and implement processes in all areas of Council

Accountability and Extent of Authority

- Freedom to act in accordance with policies, objectives, budgets and regular reporting regime to fulfil duties
- Responsible for the improvement and development of policies and procedures where relevant, in line with the People and Culture vision, People and Culture strategy and plans, Council Plan and Organisational Strategy

Judgement and Decision Making

- Use sound judgement to determine appropriate engagement strategies, techniques and tools to support the success of initiative objectives, resolving issues as they arise and seeking advice from other staff members as needed
- Make decisions and solve complex problems within limited supervision and proactively provide advice to other staff in a complex environment under broad direction and guidance
- Negotiate deliverables with key stakeholders externally and internally

Specialist Skills and Knowledge

- Extensive understanding of current Learning and Organisational Development methodologies, practices and policies, including adult learning principles and the ability to apply these as required to formulate innovative ideas into practical and fit for purpose solutions.
- Significant experience in development and delivery of Diversity and Inclusion strategic initiatives
- Demonstrated skills in design, delivery, facilitation and evaluation of Organisational Development interventions.
- Experience and knowledge in managing and implementing complex, multi-dimensional programmes contributing to organisational culture and employee wellbeing
- High-level conceptual, analytical, conflict resolution and problem-solving skills



- Strategic and analytical thinking skills, with the ability to listen actively and be responsive
- Excellent verbal and written communication skills, including report and policy writing skills, with advanced attention to detail
- Strong computer skills including databases, Microsoft Office and other relevant software packages

Management Skills

- Strong ability to forward plan, strategically manage projects, organise own workload and achieve expected outcomes regardless of competing priorities that arise.
- Flexible, innovative and pragmatic approach to solving complex solutions, and strategies for implementation
- Provide advanced strategic advice to staff, and support staff in delivering programme activities
- Work collaboratively across all levels of management and staff
- Demonstrate commitment to personal and professional development

Interpersonal Skills

- Advanced skills in communicating, negotiating and building constructive relationships with a range of stakeholders
- Ability to work cooperatively with other staff to support their learning and capacity building
- Excellent written and verbal communication skills, including the ability to present complex concepts and data targeted to a variety of audiences
- Ability to persuade, convince and negotiate with key stakeholders across a broad spectrum of matters internally and externally and in reaching positive and/or effective resolutions.
- Well-developed presentation and public speaking skills to varying levels of stakeholders
- Flexible and adaptable to changing needs, with the ability to reprioritise and refocus as required
- Excellent customer service and stakeholder management skills

Qualifications and Experience

- **Academic:** A tertiary degree in Organisational Development / Organisational Psychology or related qualification or; lesser formal qualifications along with substantial experience.
- **Experience:** Substantial experience in developing, implementing, and evaluating Learning and Organisational Development solutions across multiple business areas.



Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).

Key Selection Criteria

- An outstanding track record of leading the development and successful delivery of organisational wide, organisational development initiatives



- Experience and expertise in managing the development and delivery of multiple initiatives while ensuring a great employee experience and achievement of tangible business benefits
- Demonstration of strong stakeholder management skills and the ability to form collaborative working partnerships
- Strong influencing skills with the ability to connect Organisational Development objectives to organisational and business goals
- Strong presentation, facilitation, coaching, communication and management skills
- High self-awareness with a proven willingness to learn new skills, challenge current paradigms as well as demonstrated ability to work well in ambiguity and with competing demands

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.