



Date: 19 December 2023

## 1. Position Identification

<b>Title:</b>	Executive Manager Organisational Development				
<b>Position Number:</b>	PE.RE.60	<b>Level:</b>	Contract	<b>Agreement:</b>	n/a
<b>Department:</b>	Executive Services				
<b>Section:</b>	Organisational Development				
<b>Location:</b>	Exmouth, Western Australia				

## 2. Reporting Relationships

<b>Reports to:</b>	Chief Executive Officer
<b>Internal relationships:</b>	Executive Communication Work Health and Safety Human Resources ICT Records
<b>No of Direct Reports:</b>	Communications Coordinator Coordinator Work Health & Safety Human Resource Officer

## 3. Value Statement

### Value Statement

Embrace and promote the values of integrity, accountability, respect, and innovation.

- **Integrity**  
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**  
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective, and appropriate use of resources and information.
- **Respect**  
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**  
We strive for continuous improvement, embrace change, and challenge the status quo.

## 4. Role Purpose

The Executive Manager Organisational Development is a key leadership role responsible for driving the strategic direction and implementation of initiatives aimed at enhancing the overall effectiveness, efficiency, and culture of the organisation.

## 5. Key Objectives

- Strategic Corporate Planning
- Business Improvement
- Change Management
- Corporate dashboards/framework coordination
- System Auditing
- Learning and Development
- Business Development
- Work Health and Safety
- People and Culture
- Internal and External Marketing and Communication
- ICT strategy and systems
- Information and Records management

## 6. Key Responsibilities

### Strategic Planning

- Responsible for facilitating the Shire's strategic corporate planning process.
- Develop and implement a comprehensive organisational development strategy aligned with the Shire's goals and objectives.
- Collaborate with senior leadership to identify and prioritise key areas for organisational improvement.

### Change Management

- Lead and manage change initiatives, ensuring effective communication, employee engagement, and successful adoption of changes.
- Provide guidance and support to leaders and teams in navigating organisational transitions.

### Talent Management

- Oversee talent development programs, including leadership development, succession planning, and employee training.
- Work closely with HR to identify high-potential employees and create tailored development plans.

### Performance Management

- Drive the design and implementation of performance management systems that align with organisational goals.
- Provide guidance to executives, managers on effective KPI development, performance feedback and goal-setting processes.

## **Culture Enhancement**

- Foster a positive organisational culture that aligns with the company's values and promotes employee engagement.
- Implement initiatives to enhance employee morale, motivation, and satisfaction.

## **Learning and Development**

- Collaborate with subject matter experts to design and deliver training programs that address skill gaps and support professional development.
- Evaluate the effectiveness of learning initiatives and make recommendations for continuous improvement.
- Design, Deliver and Evolve a leadership framework with supporting development programs and framework

## **Business Improvement**

- Collate and Utilise data and analytics to analyse business needs to optimise systems, processes, and experiences.
- Provide regular reports and insights on key performance indicators related to organisational development.

## **Collaboration and Stakeholder Management**

- Build strong relationships with key stakeholders across departments to understand their needs and incorporate them into organisational development strategies.
- Collaborate with the executive and other relevant teams to ensure alignment and integration of organisational development efforts.

## **Workplace Health and Safety**

- Drive the Workplace Health & Safety goals, improve the internal safety capability, continuous improvement of safety performance.
- Collaborate with the executive and other relevant teams to provide expert advice and implement a broad range of workplace health and safety programs.

## **Information and Records Management**

- Oversee the Shire's Computer and Information Technology System and ensure its optimum performance and integrity. This includes Council's computerised accounting system, backup systems and website maintenance.
- Oversee and progress digital transformation.
- Manage and Deliver technology improvement programs aligned with an information, communication, and technology strategy.
- Oversee Council's records management practices, ensuring that the records management plan is maintained and that all Council's records management processes comply with statutory and regulatory requirements.

## **Marketing and Communication**

- Develop and implement integrated marketing and communication strategies, adapting initiatives to changing environments and analysing trends for long-term plans.

- Oversee activities such as campaign development, stakeholder engagement, corporate branding, and community education.
- Represent the organization at high-level committees, events, meetings and maintain relationships with key stakeholders, providing expert advice and support.

#### **Finance**

- Develop, review, manage departmental budget.
- Develop, review and manage financial reporting on employee costs and liabilities.

#### **Governance**

- Attend all Council, Standing Committees and Occasional Committee meetings as required by Council.
- Assist the CEO in the review of Delegations, Local Laws, Policies and Procedures relating to the position.

#### **Other**

- Any other duties consistent with the level of this position.

## **7. Leadership Capabilities**

- Develop a culture of teamwork both within the department and across the organisation.
- Results driven, demonstrated by actively leading continuous improvement initiatives, effectively collaborating with key stakeholders in support of the Strategic plan.
- Drives a high performing customer focused culture where accountability, innovation, and excellence are valued.
- High level of personal integrity and self-awareness, seeks feedback, developmental opportunities and displays sound judgment in decision-making.

## **8. Risk Management and Workplace Health and Safety**

- Participate, contribute, and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.
- Identify potential hazards and take appropriate action in accordance with policies and procedures.
- Maintain a high standard of efficiency, safety, and effectiveness.

## **9. Qualifications and Work Experience**

#### **Mandatory Requirements**

- Valid Australian Work Rights.
- National Police Clearance not older than 3 months.

#### **Essential**

- Tertiary qualification in Organisational Development, Human Resource Management, Business

Administration, or related field.

- Proven experience in a leadership role in organisational development, change management, or a related field
- Demonstrated experience in total quality management, business excellence or similar.
- Strong understanding of organisational dynamics, culture, and talent management.
- Demonstrated leadership ability, interpersonal skills, and the ability to drive and implement change.
- Excellent communication, interpersonal, and leadership skills.
- Ability to think strategically and translate concepts into actionable plans.
- Demonstrated success in driving organisational change and improvement.
- Demonstrated experience in developing, managing budgets inclusive of reporting.

**Desirable**

- Master of Business Administration or similar
- Training in Total Quality Management, Business Excellence or similar
- Knowledge of local government operations and legislation