



Organisational Design Officer

Organisational Design

Position number	00047677
Agreement	Public Sector CSA Agreement 2024 (or as replaced)
Classification	Level 4
Reports to	Senior Organisational Design Consultant (Level 6)
Direct reports	Nil

Context

The Organisational Design, Development and Planning directorate provides:

- leadership, planning and implementation of key strategic human resource initiatives and projects, including equity and diversity initiatives
- advice, guidance and support on organisational design and development
- workforce planning and human resource data analytics, intelligence and reporting to support decision-making by Department staff.

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Key responsibilities

- Research and investigate job classification and reclassification requests of low and medium complexity and prepare reports and recommendations for approval by senior management.
- Provide advice to department staff on human resource legislation, policies and procedures, including job classification principles and processes.
- Provide advice, support and guidance to staff on organisational data and changes, including creation, modification and abolishment of positions.
- Develop, modify and review job description forms.
- Assess requests for new positions and modification to existing positions.
- Liaise with schools to develop action plans responding to school compliance review findings.
- Provide input into the development of online resources and support materials.
- Provide input to the development, implementation and review of policies, procedures and practices relating to classification and job design.
- Provide input into initiatives that enhance operational efficiency, streamline processes and drive continuous improvement.
- Prepare responses to general enquiries and provide input to responses to Ministerial correspondence and parliamentary questions as required.

- Maintain contemporary knowledge and awareness of public sector classification procedures.

Selection criteria

1. Demonstrated knowledge, skills and practice in human resource management, including knowledge of job design.
2. Demonstrated well developed verbal communication and interpersonal skills with the ability to liaise and consult with a wide range of internal and external stakeholders at all levels.
3. Demonstrated well developed written communication skills, with a proven ability to undertake research to support evidence-based recommendations or meaningful reports.
4. Demonstrated initiative and well developed organisational skills, including the ability to meet deadlines and identify priorities.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 3 February 2026
Reference D26/0081489