



Manager, Organisational Development

Position number	00012067
Agreement	Public Sector CSA Agreement 2024 (or as replaced)
Classification	Level 8
Reports to	Director, Organisational Design, Development and Planning (Level 9)
Direct reports	Principal Consultant, Equity and Diversity (Level 7) Principal Consultant, Workforce Career Structure (Level 7) Principal Consultant, Organisational Development x2 (Level 7) Principal Consultant (Level 7) Senior Policy Advisor (Level 6)

Context

Our People Services Division is dynamic and continually evolving to ensure the Department has the best capability to deliver on the needs of all Western Australian students. Our People Services team are responsible for the provision of a range of human resource functions and workforce strategic planning including:

- industrial and employee relations
- workers' compensation, injury management and occupational safety and health
- recruitment and employment services
- strategic human resource planning
- workforce planning and policy
- workforce strategic initiatives.

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

- Lead the Department's organisational development program directed at promoting and developing a highly skilled, motivated and sustainable workforce.
- Lead identification of trends and issues associated with organisational development issues and report recommendations on these to senior management.

- Provide high-level strategic advice to the Director and Executive Director, People Services on the development and management of the Department's organisational capability and strategies to improve culture, capability and performance.
- Lead and manage strategies, policies, procedures and development of integrated frameworks that enhance organisational culture, capability and performance.
- Lead and manage the Department's Equity and Diversity strategy, policies, and programs.
- Lead the development and implementation of awareness raising, communication and professional learning initiatives related to organisational development strategies, frameworks and programs.
- Develop and manage implementation of career structure initiatives for workforce groups.
- Build productive and collaborative partnerships with key stakeholders both within and external to the Department to influence and inform strategic HR decisions.
- Represent the Directorate, Division and Department on working parties, committees and relevant forums to advance objectives and achieve optimal objectives.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

The selection process includes assessing applications against the role specific requirements of the position which include the ability to demonstrate how applicants apply the expected behaviours (listed below). The process also takes into account the needs of the Department and availability of suitable applicants.

Role specific requirement	<ul style="list-style-type: none"> ○ Demonstrated extensive skills and experience in providing effective leadership and in managing a range of complex and diverse organisational development programs, projects and initiatives across a large organisation.
Lead collectively	<ul style="list-style-type: none"> ○ You understand how your work and that of your team contribute to achieving agency outcomes and fit in the sector. ○ You seek to build and maintain effective working relationships with others, and are mindful of the partnerships that support your efforts to deliver value for your team and work area.
Think through complexity	<ul style="list-style-type: none"> ○ You think critically and strategically to solve problems and enhance effectiveness across your team or work area. ○ You draw on information from an array of sources, applying your judgement and technical expertise to identify what is relevant and important. ○ You understand and respect the need for compliance to minimise risk in your work and ensure your team complies with the required policies, procedures and processes.

Dynamically sense the environment	<ul style="list-style-type: none"> ○ Your approach is to seek a shared understanding among your team and peers and your own leaders. ○ You communicate clearly and concisely to ensure a shared understanding. ○ You approach crucial conversations with consideration and confidence, and discuss issues and problems thoughtfully.
Deliver on high leverage areas	<ul style="list-style-type: none"> ○ You train others to think about their work and how it relates to high leverage areas, and monitor the implementation and completion of tasks. ○ You model healthy work practices and encourage behaviours that foster a healthy culture.
Build capability	<ul style="list-style-type: none"> ○ You proactively encourage your team to seek learning opportunities, empowering and guiding them to create and take ownership of their own development pathways. ○ You visibly promote the value of diversity in the team, supporting the processes and policies of the sector. ○ You understand your role as a leader in fostering a healthy workplace across your team or work area that aligns with creating a positive culture in the sector.
Embody the spirit of public service	<ul style="list-style-type: none"> ○ You ensure your work practices and those of your team or work area are in accordance with the policies and procedures of your agency. ○ You lead by example, promoting and role modelling behaviours and respect for others in all aspects of your work, thereby protecting your reputation and that of your team or work area, agency and the sector.
Lead adaptively	<ul style="list-style-type: none"> ○ You acknowledge the impact of your work style and behaviours on others, modifying them when appropriate to enhance collective performance. ○ You seek feedback from a range of sources and use it to enhance your personal effectiveness. ○ You lead others through changes with strength and understanding, and support those who are challenged by change.

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 18 November 2025
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