



Manager, Organisational Design

Position number	00020763
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, Organisational Design and Change Management x2 (Level 7) Senior Consultant, Organisational Design and Change Management (Level 6) Senior Organisational Design Consultant (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.

The Organisational Design Branch manages the design and governance of the Department's organisational architecture to ensure resources are allocated effectively and aligned with the Department's strategic goals. The Branch partners with the business to provide expert advice and support on optimising organisational design while fostering capability development with a focus on effective change management.

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Key responsibilities

Strategic Leadership

- Provide leadership and strategic advice to the Director, Executive Director, Deputy Director General and other senior staff on strategic workforce organisational design issues.
- Research and prepare responses to correspondence on various matters for the Minister, Director General and others as required.
- Contribute to strategic planning processes and human resource policy development for the Directorate and work collaboratively with other branch managers to deliver comprehensive and effective organisational design related activities.
- Lead, facilitate and provide representation on internal and external working parties and committees on organisational design issues.
- Consult with internal and external stakeholders and establish and maintain partnerships and relationships with government agencies and other organisations.

Operational Leadership

- Lead and manage the provision of high quality organisational design services to schools and central and regional services, including structural change advisory and implementation support, establishment management, job design and job descriptions, classification assessment and organisational charts.
- Lead the provision of comprehensive organisational design consultancy services to schools, central and regional services focussed on continuous improvement in the level of service provided, the business processes utilised and building organisational design capacity.
- Lead a workplace culture that supports the Department's values, delivery of strategic goals, employee development and ethical decision-making.
- Promote and support cultural responsiveness that reflects expectations in the Aboriginal Cultural Standards Framework.
- Maintain, promote and model ethical practice and appropriate standards of conduct and behaviour that align with the values of the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care and learning.
- 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 Department policy.
- Model the importance of health, safety and wellbeing and ensure compliance with the health and safety policies of the Department and the *Work Health and Safety Act 2020*.

Program/Project Management and Governance

- Co-ordinates the work of, and provide services and support to, the Classification Review Committee.
- Manage the investigation and review of organisational design issues, including legislative compliance and related audit matters.
- Initiate, develop and make recommendations regarding organisational design initiatives, programs and projects.
- Undertake complex research and analysis into the coordination, development, implementation and review of organisational design strategy, policy, procedures, projects, programs and initiatives.
- Maintain oversight and monitoring of change impacts across all organisational design programs, projects and/or initiatives to ensure productivity impacts on business as usual are minimised and change risks are mitigated.
- Ensure all organisational design change programs are strategically designed to minimise people and culture risks across the organisation.

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 knowledge, skills and practice in human resource management including experience and knowledge of organisational design, job classification and change management principles, methodologies and frameworks.
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 approach problems with curiosity, seek to understand and identify the root of causes of problems and initiate solutions with confidence. ○ 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 adapt your communication style to target audience to influence or persuade.
Deliver on high leverage areas	<ul style="list-style-type: none"> ○ You identify and understand the competing priorities in your work area, prioritising essential tasks and making adjustments as appropriate. ○ You continually improve all aspects of your work area, keeping an open mind to explore innovative alternatives.
Build capability	<ul style="list-style-type: none"> ○ You clarify your expectations of those in your team; monitor their performance; and support their growth and development through feedback, on the job training, coaching and other opportunities. ○ 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.
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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 19 January 2026
Reference D25/1247176