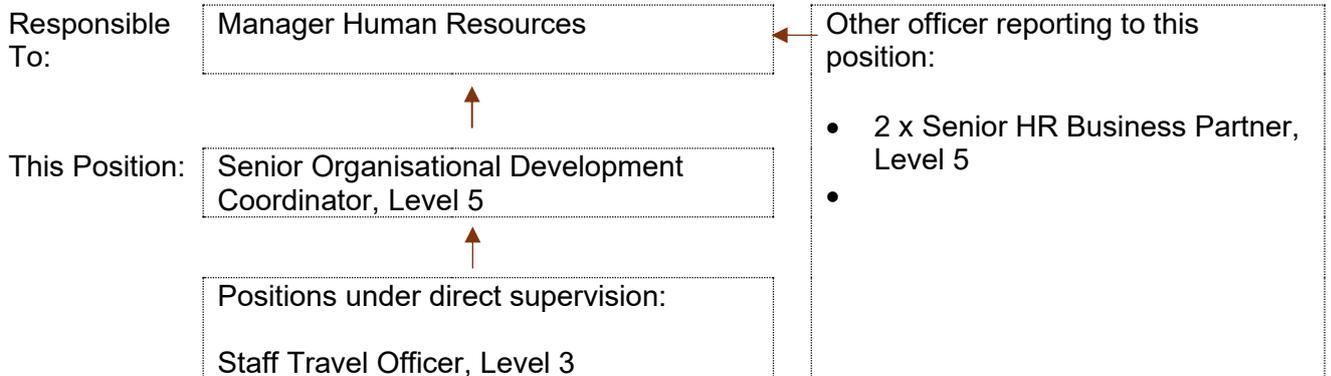


## Senior Organisational Development Coordinator

### Position Details

Position Number: 30000924  
Classification: Level 5  
Award/Agreement: Public Service CSA Agreement 2024 or as replaced  
Directorate: People and Infrastructure  
Location: Karratha

### Reporting Relationships



### Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

### Our Values

The principles and standards of behaviour outlined in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day-to-day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.



## Position Overview

The Senior Organisational Development Coordinator coordinates the College's strategic human resources functions with a focus on organisational development, performance development, and diversity and inclusion.

This position leads the development, implementation and evaluation of a range of human resources initiatives, programs and projects to achieve the College's strategic objectives, including the Workforce Diversification and Inclusion Plan, Multicultural Plan and the Leadership Expectations Framework.

This position also provides comprehensive reports to inform senior management on key HR areas, initiatives and programs and provide recommendations for improvement.

## Position Responsibilities

- Develops, contributes to, and implements various strategic HR plans and initiatives such as the Workforce Diversification and Inclusion Plan and Multicultural Plan as well as progresses actions arising from the College's Reconciliation Action Plan and Disability Inclusion Action Plan.
- Delivers, implements and evaluates leadership development programs and resources to develop leadership skills as part of the Leadership Expectations Framework.
- Coordinates the College's central professional development program to support the College's strategic objectives and in line with the WA Public Sector's Learning Initiative.
- Coordinates and monitors compliance training and manages the College's learning management software (ELMO), including development of relevant training modules and facilitating and delivering awareness sessions such as induction when required.
- Coordinates and supports the implementation of a range of organisational development and HR programs and projects.
- Develops and reviews the College's performance development system and associated resources.
- Develops and implements a workforce planning framework to ensure the College has the capability to achieve business outcomes.
- Provides data/statistics and analysis on human resources related information to internal and external stakeholders.
- Develops and analyses a range of comprehensive reports and undertakes research to inform HR projects, strategies and initiatives.
- Supports and facilitates staff travel requirements as well as Annual Leave Travel Concession eligibility assessments where required.
- Contributing to the development, implementation and review of HR policies and procedures.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to Equity and Diversity, Work Health and Safety, Public Sector Standards and College Code of Conduct.

## Behaviour Expectations

We believe all our people are leaders. We have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours of all our employees and the public sector. The expected behaviours for this position (see below) should be demonstrated in the context of [Leading Others](#).

Expected behaviours	Descriptors
<b>Lead collectively</b>	<ul style="list-style-type: none"> <li>You continuously seek to understand and align your work with other business areas to support an area wide perspective.</li> <li>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.</li> </ul>
<b>Think through complexity</b>	<ul style="list-style-type: none"> <li>You are comfortable with multiple levels of data and extract the essential information related to the task.</li> <li>You draw on information from an array of sources, applying judgment and technical expertise to identify what is relevant and important.</li> </ul>
<b>Dynamically sense the environment</b>	<ul style="list-style-type: none"> <li>You adapt your communication style to target audience to influence or persuade.</li> <li>You communicate clearly and concisely to ensure a shared understanding.</li> </ul>
<b>Deliver on high leverage areas</b>	<ul style="list-style-type: none"> <li>You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.</li> <li>You continually improve all aspects of your work area, keeping an open mind to explore innovative alternatives.</li> </ul>
<b>Build capability</b>	<ul style="list-style-type: none"> <li>You proactively encourage your team to seek learning opportunities, empowering and guiding them to create and take ownership of their own development pathways.</li> <li>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.</li> </ul>
<b>Embody the spirit of public service</b>	<ul style="list-style-type: none"> <li>You embody the spirit of public service by displaying empathy and compassion, integrity and humility.</li> <li>You embody the spirit of public service by displaying empathy and compassion, integrity and humility.</li> </ul>
<b>Lead adaptively</b>	<ul style="list-style-type: none"> <li>You share your learnings, encouraging an environment of continuous learning and growth.</li> <li>You lead others through changes with strength and understanding, and support those who are challenged by change.</li> </ul>

## Selection Criteria

### Essential

1. Knowledge and experience in strategic human resources including the development, coordination, preparation and delivery of strategies, plans, programs and projects in a timely manner.
2. Maintains knowledge and awareness of current human resources trends and issues pertaining to workforce development and diversity and inclusion matters.
3. Strong communication and negotiation skills with the ability to influence outcomes.
4. Demonstrated conceptual, analytical and research skills, with the ability to extract and present data in an effective manner.
5. High level written communication skills with the ability to present information relevant to the target audience and provide recommendations to support business outcomes.

### Desirable

1. Possession of, or progress towards, a qualification in Human Resources Management or a related field.

### Other requirements

May be required to travel to and work from other NR TAFE campuses from time to time.

### Appointment Factors

**Location:** NR TAFE Campus (Karratha)

**Accommodation:** As per NR TAFE Policy subject to eligibility and availability.

**Allowances:** As per Award.

**Travel:** Travel to and work at other campuses or sites will be required as the need arises.

### Special Conditions

#### National Police History Check:

All new staff being appointed to NR TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education.

#### Working With Children Check (WWC):

All new staff appointed to NR TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

#### Current WA 'C' Class Driver's Licence:

All new staff being appointed to NR TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

#### Prescribed Legislation and Regulation:

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics

- North Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Work Health and Safety Act (2020)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE policies and procedures

## CERTIFICATION

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

Director		Executive Director	
<b>Name:</b>	Scott Ryan	<b>Name:</b>	Chantal Adams
<b>Signature</b>		<b>Signature</b>	
<b>Date:</b>	10/9/2025	<b>Date:</b>	11/9/2025