Job Description Form

Manager Organisational Development

Position details

Classification Level: Level 7

Award/Agreement: PSA 1992 / Public Sector CSA Agreement (and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: State Solicitor's Office, Corporate Services, People & Capability

Physical Location: Perth CBD

Reporting relationships

Responsible to: 021824 Director HR, Level 8

This position: 017845 Manager Organisational Development, Level 7

Direct reports: 023146 Senior Diversity and Inclusion Consultant, Level 6
023130 Senior Learning and Development Consultant, Level 6
022761 Project Support Officer, Level 2

Indirect reports: 021843 HR Consultant, Level 5 (reports to 023130)

Overview

The State Solicitor's Office (the Office) is the Western Australian Government's principal legal adviser. The Office enables government action, manages the State's legal risk, and supports the First Law Officer with authoritative advice on key legal issues. The work of the State Solicitor's Office delivers demonstrably better government decisions, strengthens the rule of law, and leads to greater community trust in the public sector. The Office helps government to govern well. The State Solicitor's Office is a centre of legal excellence committed to the highest standards of service and professionalism.

Corporate Services supports the Office providing financial, human resource, work health and safety, information services and records management and corporate governance.

Job description

The **Manager Organisational Development** leads the delivery of organisational development, learning and development, diversity and inclusion, and strategic workforce capability initiatives across the Office. The role provides leadership and

strategic oversight of organisational capability frameworks, professional development programs and workforce development initiatives to support organisational performance, workforce capability and a positive workplace culture. The position also leads strategic HR and business improvement projects, contributes to organisational change initiatives and ensures organisational development practices align with legislative requirements, public sector frameworks and contemporary people practices.

Role specific responsibilities

Leadership

- Provides leadership and management of learning and development and diversity and inclusion ensuring alignment with relevant legislative requirements, public sector frameworks, organisational strategy and best fit for the organisational context.
- Fosters and develops a competent and responsive team that is able to respond to new and evolving organisational and workforce demands.
- Works collaboratively with all staff, including senior executive to develop and implement organisational development strategic initiatives and solutions to address business needs.
- Provides leadership coaching and development to develop HR staff, fostering accountability, continuous improvement and high-quality service.
- Contributes to a positive and inclusive workplace culture through effective leadership, stakeholder engagement and contemporary organisational development practices.

Organisational Development (OD)

- Leads the delivery of high-quality organisational development services that are aligned with the Office's Corporate Plan, as well as HR Strategic and Operational Plans.
- Oversees diversity, inclusion and workforce capability initiatives that support an inclusive, high performing and adaptable workforce culture.
- Leads the development, implementation and continuous improvement, of Learning and Development and Diversity and Inclusion frameworks, programs and initiatives aligned to organisational capability needs.
- Provides strategic oversight and direction for the design, implementation and continuous improvement of professional development programs, ensuring alignment with organisational priorities and capability needs, including specialist legal and technical training.
- Leads workforce capability planning and annual development processes across the Office.
- Oversees organisational learning processes, systems and reporting, including management of the learning management system and online training programs.
- Oversees the administration of legal accreditation obligations, ensuring all lawyers meet mandatory professional standards and remain eligible to practise through up-to-date registration and completion of all required training.
- Oversees the administration of learning management system and development of SSO related online training programs.

- Manages quality assurance of Organisational Developmental processes and practices.
- Develops and maintains constructive and professional relationships with internal and external stakeholders to achieve agreed business outcomes.
- Represents the Office on relevant committees, working groups, industry bodies as required.
- Provides strategic organisational development reporting, insights and recommendations to support workforce and organisational outcomes.

Organisational Development Strategy

- Leads the development, implementation and review of organisational development policies, frameworks and initiatives.
- Proactively collaborates with other leaders in the development of policy improvements.
- Identifies, research and analyses workforce and organisational development trends, issues and risks to support informed decision-making and organisational capability planning.
- Maintains contemporary knowledge of organisational development, workforce capability and inclusion practices to inform organisational initiatives and advice.
- Drives continuous improvement of organisational development systems, practices and workforce capability approaches.

Strategic HR Projects

- Leads strategic HR, organisational development and business improvement projects aligned to organisational priorities.

Other duties as required.

Work Health and Safety

Demonstrate commitment to the legislative obligations set out in the *Work Health and Safety Act 2020*.

Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the Office’s policies and any other direction given for their safety and health in the workplace.

Leadership expectations

Expected behaviours

The Public Sector Commission's Leadership Expectations provides a common understanding of the mindsets and expected behaviors required of all our employees and the public sector.

The leadership context for this role is **'Leading Others.'**

This position motivates and enables others to deliver high quality work that contributes to the Office.

Lead collectively	Monitor the impact of your decisions and actions, ensuring that you continuously deliver value for the agency.
Think through complexity	Think critically and strategically to solve problems and enhance effectiveness across your team or work area.
Dynamically sense the environment	Listen to, understand and recognise the needs of others in your work environment.
Deliver on high leverage areas	Identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
Build capability	Contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
Embody the spirit of the public service	Ensure your work practices and those of your team or work area are in accordance with the policies and procedures of your agency.
Lead adaptively	Continually learning and adapting your personal style and approach to be effective in the changing work environment.

Job related requirements

The selection process assesses applications against the following job related requirements and expected behaviours of the position. The process also considers the needs of the Office and availability of suitable applicants.

Essential

1. Demonstrated “Leading Others” behaviours, including the ability to lead and develop teams and influence decision-making through the effective application of technical expertise.
2. Substantial experience developing and implementing organisational development initiatives and workforce capability strategies within a complex organisational environment.
3. Highly developed conceptual, analytical and problem-solving skills, including the ability to develop organisational development solutions and support organisational change and workforce capability outcomes.
4. Highly developed interpersonal, communication, negotiation and stakeholder management skills, including the ability to build effective working relationships and provide organisational development advice.

5. Current knowledge of relevant legislative and regulatory requirements, including Equal Opportunity and Disability frameworks and their application within organisational development practices.

Desirable

1. Tertiary qualification in human resource management or a relevant discipline.
2. Project management capability, including the ability to plan, coordinate, and deliver work effectively within agreed timeframes.

Special requirements/equipment

Appointment is subject to a satisfactory National Police Clearance.

Certification

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

Executive Director Corporate Services

Signature: _____ Date: _____

HR certification date: May 2026