



# Organisational Design Officer

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Workforce

**Position Description Number:**

GEN 412

**Directorate/ Command/ District / Division:**

Personnel Services

**Level:**

Level 4

**Business/Work area:**

Organisational Design and Analysis

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**Employment Conditions**

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

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**Position Objective**

Provides a responsive customer focussed advisory service regarding organisational restructuring/realignment, job design and establishment matters within the Western Australia Police Force (WA Police Force).

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**Role of Work Unit**

The Organisational Design and Analysis team provides advice, consultancy services and undertakes reviews on human resource matters relating to organisational restructuring, change management, job design, work analysis and classification determination. The team is also responsible for monitoring, analysing and reporting workforce data and approved staffing levels and supporting planning for future workforce needs.

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**Reporting Relationships**

This position reports to:

- Executive Manager, Level 7

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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## Key Accountabilities

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### 1. Organisational Design (95%)

- 1.1 Supports and/or undertakes human resource requests, including organisational restructuring and job and organisational design and prepares reports and submissions for consideration by senior management.
- 1.2 Provides advisory and consultancy services, facilitating and supporting areas undergoing organisational restructuring, job design and functional realignments of a more complex and/or contentious nature.
- 1.3 Researches and investigates job classification requests and prepares reports and recommendations for approval by senior management.
- 1.4 Conducts research and provides advice and recommendations on a wide range of HR policies, procedures and practices.
- 1.5 Contributes to the development and implementation of workforce policies, practices and procedures.
- 1.6 Assists and/or coordinates the implementation of organisational change.
- 1.7 Investigates reclassification appeals and supports the Agency at industrial hearings and reclassification appeals before the Western Australia Industrial Relations Commission (WAIRC), as required.
- 1.8 Reviews, creates and evaluates position descriptions.
- 1.9 Maintains an up-to-date knowledge and awareness of contemporary HR trends and issues.
- 1.10 Develops and maintains knowledge of workforce data and assists with analysis when required.
- 1.11 Ensures the accuracy, validity and integrity of establishment and position data including funding sources and required approvals, and by undertaking research into organisational structure and reform matters.
- 1.12 Establishes, updates and maintains organisational units, positions, organisational charts and FTE records within the HRMIS ensuring all approved changes comply with established procedures and that FTE data is accurately reconciled for quality assurance.

### 2 Other (5%)

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 2.3 Undertakes other duties as directed.

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## Work Related Requirements

### Essential

Applying knowledge of human resource policies, practices and procedures.

Communication skills

Conceptual, analytical and research skills.

Organisational skills

Teamwork skills

### Desirable

Possession of, or progression towards a relevant tertiary qualification

Knowledge of an integrated HR system.

### Context in which work related requirements will be applied and or general standard expected.

Providing advice on organisational restructuring, job design and classification reviews. Applying organisational design principles and job classification methodology. Investigating and resolving wide ranging HR issues of a more complex or contentious nature.

Preparing reports and making recommendations. Communicating with internal and external stakeholders on a range of issues. Providing an advisory customer focused service. Liaising with and providing advice to personnel of all levels. Discussing sensitive issues and negotiating solutions.

Sourcing and analysing information. Conducting research on positions in other public sector agencies. Investigating contentious issues and recommending solutions.

Managing own workload and demonstrating flexibility in managing competing priorities. Establishing tasks and timeframes to successfully achieve work demands.

Building and sustaining positive relationships with team members and clients. Contributing to project teams, recognising the value of individual differences and understanding that others may work in different ways.

Human resources or similar.

Monitoring and maintaining an integrated HR system. Producing FTE Management based reports. Applying FTE management processes and best practices.

## Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

## Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Personal Leadership**.

## Certification

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

Position Title and Work Unit	Name	Date
Senior Organisational Design Consultant Organisational Design & Analysis	Martine Dimond	14/04/2026
Executive Manager	Dianne Hopkinson	14/04/2026