



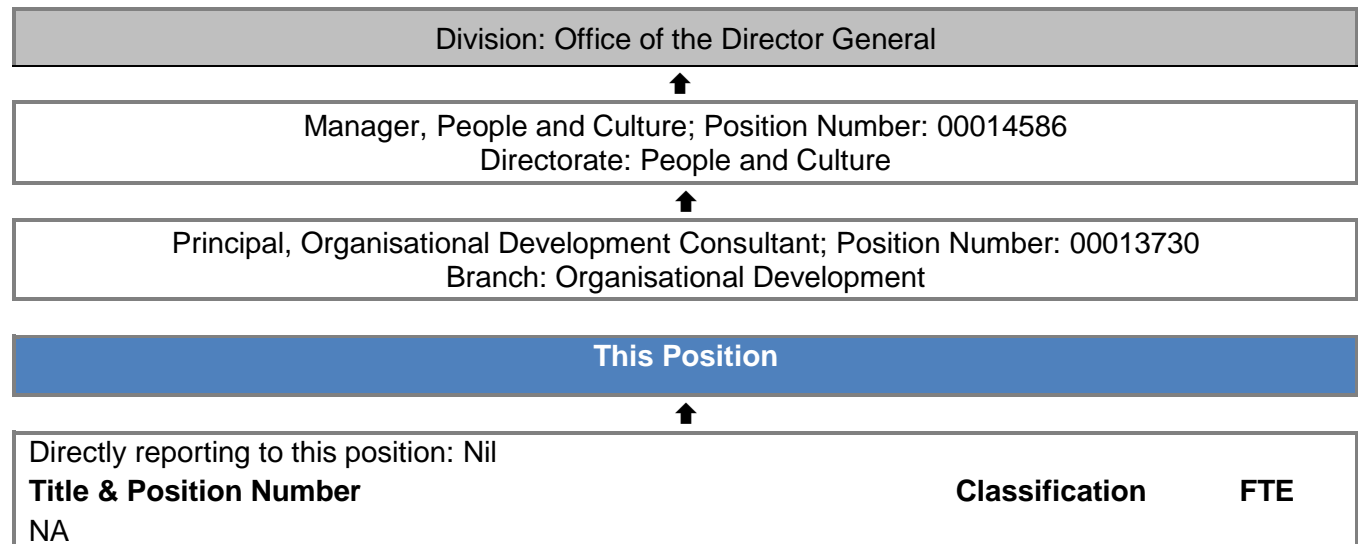
## POSITION DESCRIPTION

<b>Position Number</b>	00016984
<b>Position Title</b>	Organisational Development Officer
<b>Classification</b>	PSO Level 4
<b>Division</b>	Office of the Director General
<b>Directorate</b>	People and Culture
<b>Branch</b>	Organisational Development
<b>Position Status</b>	Permanent
<b>Award</b>	Public Sector CSA Agreement
<b>Site Location</b>	East Perth

## ORGANISATIONAL ENVIRONMENT

<b>Our Vision</b>	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
<b>Our Mission</b>	To lead and steward the WA health system.
<b>Our Values</b>	Purposeful, Caring, Collaborative, Open and Outcome-focused

## REPORTING RELATIONSHIPS



## KEY RESPONSIBILITIES

The role of the Organisational Development Officer is to support the Organisational Development team in building a high performing organisation through the effective and efficient management of the Department's Learning Management System. The role provides support in the coordination of Organisational Development initiatives, collating and analysing data, preparation of promotional material and reports and ensuring currency and relevance of documentation. The role also provides assistance to the Organisational Development team in delivering the outcomes as specified in the Organisational Development program.

## BRIEF SUMMARY OF DUTIES

*This section outlines the results and outcomes required of an individual in this position.*

**Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.**

### **Role Specific Responsibilities and Key Outcomes:**

- Supports development, promotion and execution of learning and development events for DoH staff.
- Coordinates and oversees the delivery of all training courses provided by the Organisational Development team which includes:
  - Relationship management and liaison with internal stakeholders and training providers.
  - Organising venues and other logistics (i.e. catering, room set up).
  - Promotion, support and evaluation of courses and events (including preparation of materials).
  - Developing online training material into Articulate design software.
  - Monitoring demand and liaison with participants.
  - Maintaining training records and reporting.
- Coordinates implementation of continuous improvement initiatives associated with the Organisational Development Program.
- Analyses data and contributes to dashboards, identification of trends and reporting requirements. Utilises system information to provide benchmarks and measure trends by monitoring and manipulating databases and spreadsheets.
- Develops operational procedures for all processes and contributes towards improving team practices.
- Manages the daily administration of the Learning Management System and investigates system functionality to enhance user experience and operational availability.
- Administers the learning databases, inboxes, intranet content and learning management system maintaining accuracy and demonstrating professional and efficient service delivery.
- Provides support to Health Service Providers (HSPs) on common system issues and / or sharing of information and online modules; other interested parties relating to the Learning Management System.
- Coordinates the administrative arrangements for various Organisational Development programs.
- Assists in developing and maintaining workforce policies, systems, frameworks and tools to ensure learning, culture and development services incorporate innovative approaches and are provided in the most effective and efficient manner.
- Develops effective working relationships with the Organisational Development team members for advice and to take instruction.
- Develops and maintains effective working relationships with internal and external stakeholders including internal departmental areas, on providing advice on training and / or online module development
- Demonstrates DoH values and takes responsibility for own personal and professional development.
- Maintains and supports a team environment by knowledge sharing within the team

### **Other**

- Actively contributes to the efficient operation of DoH and undertakes other roles and tasks as directed.

## WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria
<ol style="list-style-type: none"> <li>1. Demonstrated capability in planning, organising and executing learning and development courses and activities including good organisational skills using effective time management, with the ability to work autonomously and take instruction.</li> <li>2. Well-developed data interpretation and analysis skills. Able to convert data into meaningful information to guide decisions.</li> <li>3. Well-developed communication and interpersonal skills with the ability to work effectively and collaboratively with internal and external stakeholders.</li> <li>4. Experience in administering learning and records management systems and good attention to detail, with the ability to resolve technical problems through the appropriate channels.</li> <li>5. Good written skills to develop training modules using software packages, accurate documentation; promotion/marketing material; and responding to Learning and Development queries.</li> </ol>

Desirable Selection Criteria
<ol style="list-style-type: none"> <li>1. Demonstrated experience in the development of training modules using software packages</li> <li>2. Tertiary qualifications in Organisational Development, Human Resources, or a related field.</li> </ol>

Appointment Factors	<ul style="list-style-type: none"> <li>– Successful 100 point Identification Check.</li> <li>– Successful Criminal Record Screening Clearance.</li> <li>– Successful Pre-Employment Integrity check.</li> </ul>
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## CERTIFICATION

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

Manager/Supervisor	Director/Division Head
NAME: Véronique Renel	NAME: Clare Dobb
SIGNATURE:	SIGNATURE:
DATE:	DATE: