

# Role Description

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Government of  
South Australia



human  
services

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| <b>Role title:</b>   | <b>Classification:</b>              |
| Principal Consultant, Organisational Development                 | ASO7                                |
| <b>Division/Business unit:</b>                                   | <b>Reports to:</b>                  |
| Workforce Development and Integrity / Organisational Development | Manager, Organisational Development |

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| <b>Role purpose:</b>   |
| <p>The Principal Consultant, Organisational Development is a role within Organisation Development and Learning and is accountable to the Manager, Organisational Development for:</p> <ul style="list-style-type: none"><li>• Providing expert organisational development advice to executives and managers to support the successful delivery of people, culture and capability initiatives across the department.</li><li>• Planning and leading the design, implementation and evaluation of fit for purpose departmental performance development, talent and succession planning, and leadership capability development strategies, programs, initiatives and solutions.</li><li>• Strategic oversight of the Department's graduate and other early career programs to build capability and support a sustainable talent pipeline.</li></ul> |

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| <b>Key outcomes and accountabilities:</b>  |
| <ol style="list-style-type: none"><li>1. Plan, develop and lead the implementation and monitoring of departmental organisational development strategies, action plans and programs, including leadership capability development, performance development, talent and succession planning, and early career pathways to achieve departmental goals and objectives.</li><li>2. Lead, plan and manage stakeholder engagement activities such as focus groups and workshops with key internal and external stakeholders and subject matter experts to identify gaps and trends, understand business needs and ensure effective solutions are identified.</li><li>3. Plan, coordinate and lead the analysis and application of workforce data, employee feedback and organisational insights to identify trends, inform decision making and support evidence-based organisational and workforce development strategies and solutions.</li><li>4. Provide coaching and high-level organisational development advisory services and solutions to executive leadership and divisional leaders on matters relating to leadership, workforce development, talent and culture and to support improved capability and performance across the department.</li><li>5. Initiate, develop, and implement systems, process and indicators to monitor the effectiveness of organisational development programs and projects.</li><li>6. Provide leadership, professional guidance and support to members of the Organisational Development and Learning team to ensure the effective delivery of organisational development projects.</li></ol> <p><i>Note:</i> Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.</p> |

**Special conditions:**

Prior to being employed, the successful applicant will be required to obtain a National Police Check if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.

**Key Relationships/Interactions:**

- Manager, Organisational Development (line manager)
- Organisational Development team
- Manager, Strategic Projects
- Workforce Development and Integrity Division
- Executives and senior managers across DHS
- Staff in all functional areas across DHS
- Public Sector agencies, including Office of the Commissioner for Public Sector Employment and Organisational Development networks.
- External system providers

**Budget/Delegations:**

Level 4 HR Delegations / Level 5 Financial Authorisation

**DHS expectations and values: (Organisational contribution)**

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Treat all individuals with fairness and respect, regardless of their race, culture, language, gender (including gender diversity), religion, sexuality, ability, or age.
- Promote and maintain inclusive workplaces that embrace diversity and actively support difference.
- Demonstrate zero tolerance for discrimination, harassment, or disrespectful behaviour towards or by clients, colleagues, contractors, or stakeholders.

**Role specific capabilities: (Skills, experience, knowledge, attributes)**

1. **Strategic Leadership:** Identify strategic issues and provide high-level organisational development advisory services and solutions to foster high performance and outcomes.
2. **Relationship and Partnership:** High level interpersonal, written and verbal communication skills and proven ability to develop and lead partnering initiatives; and initiate and maintain collaborative relationships with executive, managers, committees and staff.
3. **Focus on results:** Demonstrated ability to work under broad direction and exercise significant levels of judgement in determining methods and taking responsibility for outcomes in delivering high level programs and projects that meet the department's needs.

4. **Innovation:** Demonstrated expertise in being creative, innovative and flexible when approaching issues and devising solutions that create a positive impact to the delivery of outcomes.
5. **Strategic Management** – Significant experience in leading and managing the planning, implementation and evaluation of workforce and leadership capability development, and performance, talent and succession planning strategies, programs and projects.
6. **Autonomy and analysis** - High-level analytical, conceptual and technical knowledge and expertise in organisational and leadership capability development and talent and succession planning processes and frameworks.
7. **Discipline expertise:** Comprehensive knowledge of contemporary principles in organisational development employee engagement, culture development and change management and relevant government policies and procedures.

**Qualifications:**

**Desirable:** Tertiary qualification in Psychology/Organisational Development, Human Resource Management or related discipline. Certification in various assessment tools e.g., Saville Wave, Hogan.

**Key leadership competencies and expected behaviours at this classification:****Promotes strategic thinking and change**

- Creates a shared vision and mission for the BU.
- Inspires and influences others to assume ownership BU goals.
- Leads teams in aligning their priorities within a broader organisational and political context.
- Champions sustainability and long-term improvement. Communicates effectively and leads others in times of change.
- Identifies and analyses difficult and complex problems that have organisation-wide impact.

**Achieves objectives**

- Delivers results and improvements to meet BU objectives by translating ideas into concrete plans.
- Anticipates future organisational needs, risks and uncertainties, and aligns systems and resources to meet these needs.
- Makes well-informed and timely decisions that affect the BU, even when information is incomplete and ambiguous.
- Interprets and abides by the laws, regulations and policies determining BU activities.
- Takes accountability for team/BU success and manages others to achieve outcomes.
- Monitors the performance of the team/BU, considers feedback information and seeks continuous improvement.
- Integrates technical expertise into the BU to achieve its objectives.

**Leads business excellence**

- Sets clear standards, manages risks, setbacks, and implements continuous improvement initiatives.
- Sets challenging but achievable goals/targets with relevant metrics based on market trends, developments and legislative changes to ensure business needs are continually met.
- Provides clear and timely recognition, promptly addresses under performance and lifts performance through coaching.
- Inspires innovation and ongoing learning, and plans strategically to meet BU goals.
- Drives outstanding customer service by enabling team members to anticipate client needs.
- Empowers others to use resources effectively.

**Builds genuine partnerships**

- Considers the impact of decisions and priorities on other business areas, adapting approach to meet organisational goals.
- Approaches negotiations with an understanding of key issues and is able to clearly communicate reasoning and justification to facilitate mutually beneficial solutions.
- Facilitates constructive discussions to mediate conflict and disagreements. Encourages diversity of thinking and differences of opinion.
- Identifies and develops key strategic relationships and networks to achieve goals, increase departmental knowledge and create communication channels.
- Proactively develops effective strategic relationships, networks and partnerships with internal and external stakeholders.
- Models inclusive behaviour and tailors communication style to meet the audience's needs.

**Models personal drive and professionalism**

- Maintains the highest level of integrity to embed ethical practice and organisation's values into the culture.
- Raises and challenges important issues constructively, and backs own judgement and actions confidently when challenged.
- Demonstrates resilience in responding to changing directions. Modifies approach, processes and procedures to fit situational changes within the BU.
- Demonstrates a high level of self-awareness and acts as a role model by openly communicating strengths and development needs.
- Champions a workplace that values respect, diversity and individual differences to build a culture of inclusivity.
- Establishes expectations and models best practice wellbeing and safety behaviours.

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| Approval:  |   |                  |
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| Assessed by: James Johnson, Human Resources Business Partner                     |  | Date: 29/05/2026 |
| Approved by: Sarah Van Diepen, Director, Organisational Development and Learning |  | Date: 28/05/2026 |