

JOB AND PERSON SPECIFICATION

Title of Position : Principal Consultant, Organisational Development

Classification : ASO7

Location : Learning Academy

Reports To : Director, Learning Academy

CORRECTIONAL SERVICES

Position No: TBA

Division : Corporate Services

JOB AND PERSON SPECIFICATION APPROVAL

..........24./..6.../ 2026
Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Principal Consultant, Organisational Development is accountable to the Director, Learning Academy for leading the design, oversight and continuous improvement of leadership development across the Department for Correctional Services (DCS).

Operating with a high degree of professional autonomy, the role leads a strategic program of work that strengthens leadership capability across the organisation, supporting a diverse workforce operating in a complex human services environment.

The role is responsible for the governance, planning and optimisation of the Department's leadership development portfolio, including both internally delivered programs and external partnerships. It provides expert advice to senior leaders and contributes to a coherent, evidence-informed capability approach that supports organisational performance, culture and service delivery outcomes.

KEY STAKEHOLDER INTERACTION

The Principal Consultant, Organisational Development is responsible for the Organisational Development Project Officer, reports to the Director, Learning Academy and maintains key stakeholder relationships including:

- Learning Academy Leadership Team
- General Managers and Senior Leaders across DCS
- Operational and corporate staff across the Department
- External providers, training organisations, universities
- Cross-government agencies and leadership development providers

BRANCH PROFILE

The Corporate Services Directorate is responsible for the Learning Academy, Information and Technology Services, Strategic Procurement & Contract Management, Finance, Infrastructure & Safety Systems, Rosters and Workforce Management Portfolios. The Directorate supports the Department for Correctional Services (DCS) in achieving its strategic objectives, targets and key reform agenda including:

- building workforce capability and productivity
- managing risk and compliance
- asset management, infrastructure projects and major capital works
- strategic contracts and procurement management
- information management and technology
- development and delivery of accredited and non-accredited training and development programs
- ensuring effective and equitable employee management and relations
- corporate financial management, and
- health and wellbeing.

The Directorate also has a direct stakeholder relationship with Shared Services SA to ensure the agency's Business Systems, Payroll, and Accounts Payable/Receivable functions are delivered in accordance with the service level agreement.

Guided by the DCS Learning Academy (Academy) Governance Committee, the Academy delivers training (accredited and non-accredited), and monitoring of completion by all Departmental staff, and oversees training and development where it is delivered by specialist areas within the Department. It also has a role in strategic workforce planning, training and other reporting which includes whole-of-sector priorities such as performance management and development.

SPECIAL CONDITIONS

- Section 47 of the *Public Sector Act 2009* applies in conjunction with other provisions of the Act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a Nationally Coordinated Criminal History Check;
- A current South Australian Driver's Licence is essential;
- A flexible approach to working hours is required;
- Some interstate and intrastate travel will be required which may necessitate overnight absences.

HIGHLIGHTED EMPLOYMENT CONDITIONS

Legislation, industrial instruments and governance frameworks relevant to the role, as amended from time to time, including but not limited to:

- *Public Sector Act, Correctional Services Act, Work Health and Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, State Records Act*, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices, including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.
- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

KEY AREAS OF ACCOUNTABILITY

Leadership Capability Strategy and Architecture

- Lead the development and continuous refinement of DCS's leadership capability approach, ensuring alignment with organisational strategy and workforce needs.
- Translate organisational priorities into targeted leadership development strategies and pathways across a diverse workforce.
- Contribute to workforce capability planning, including training needs analysis and identification of emerging capability requirements.

Program Portfolio Leadership and Governance

- Own and oversee the portfolio of DCS-approved leadership development programs, including internal programs and external partnerships.
- Lead the coordination and optimisation of DCS participation in cross-government and external leadership development initiatives.
- Establish and maintain governance arrangements to ensure program quality, consistency and alignment with agency priorities.
- Monitor, evaluate and continuously improve leadership development offerings to ensure effectiveness and value.

Leadership Capability Across a Diverse Workforce

- Lead and support the Leadership and Organisational Development Officer to deliver high-quality capability initiatives that align with organisational priorities.
- Lead the design and continuous development of leadership capability approaches that are responsive to different roles, professional disciplines and service delivery contexts.
- Ensure leadership development initiatives are appropriately tailored to support effectiveness across varied workforce cohorts within a complex service delivery environment.
- Partner with stakeholders to ensure capability approaches are relevant, practical and aligned with organisational needs.

Organisational Development Advisory and Influence

- Provide high-level advice to executives and senior leaders on leadership development, organisational capability and behaviour change.
- Build and maintain effective partnerships across the Department to identify capability needs and collaboratively design targeted interventions.
- Represent the Learning Academy and DCS in internal and external forums, contributing to cross-agency collaboration and knowledge sharing.

Program Design, Partnerships and Continuous Improvement

- Lead the design and evolution of leadership development approaches, drawing on contemporary evidence, practice and emerging thinking in leadership and organisational development.
- Shape high-quality, fit-for-purpose learning solutions through a combination of internal design, co-design with partners, and strategic procurement of external expertise.
- Oversee the commissioning and management of external providers, ensuring alignment with DCS capability priorities and desired outcomes.
- Develop and embed evaluation approaches that assess the effectiveness and impact of leadership capability initiatives and inform ongoing refinement.
- Maintain awareness of contemporary practice and translate insights into improved capability approaches across the organisation.

Stakeholder and Partnership Management

- Establish and maintain productive relationships with internal stakeholders, external providers and cross-jurisdictional partners.
- Act as the central point of coordination for leadership development partnerships and external program engagement.
- Influence stakeholders to support a consistent and coherent approach to leadership capability across the Department.
- Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.
- Responsible for early notification and reporting of workplace hazards, incidents and injuries.

QUALIFICATIONS

Essential: Nil

Desirable:

- Qualifications in organisational development, human resources, education, or a related discipline
- Certificate IV in Training and Assessment or equivalent
- Project management or program management qualifications

PERSONAL CRITERIA**Essential Criteria**

- Demonstrated experience leading the designing, implementation and evaluation of complex leadership and/or organisational development initiatives.
- Demonstrated experience leading or governing significant programs of work within complex, multi-stakeholder environments, including establishing or contributing to governance frameworks and decision-making processes.
- Strong understanding of adult learning principles and capability development approaches.
- Demonstrated experience providing strategic and high-level advice to executive and senior leaders.
- Demonstrated experience designing or delivering capability development initiatives across diverse workforce cohorts, ideally within complex service delivery or human services environments.
- Highly developed interpersonal, communication and relationship-building skills enabling effective engagement across all levels of an organisation
- Demonstrated ability to think strategically and translate organisational priorities into practical capability solutions to support organisational performance.
- Proven ability to influence outcomes and drive organisational initiatives through collaboration, partnerships and stakeholder engagement in the absence of direct authority.
- Strong analytical skills, including the ability to interpret information, identify emerging capability needs and develop evidence-informed recommendations that inform organisational decision-making and solutions.
- Demonstrated ability to develop high-quality written materials, including reports, briefings and recommendations for a range of audiences, including senior leadership.
- Understanding of, and ability to manage in accordance with the Work Health and Safety Act, associated Regulations and Codes of Practice (as amended from time to time), utilising ISO 31000 Risk Management guidelines.

Desirable Criteria

- General knowledge of personnel management principles under the Public Sector Act, Work Health and Safety Act, and the Equal Opportunity Act (as amended from time to time).
- General knowledge of DCS organisational structure and the South Australian Justice system.
- Experience working in the public sector or a comparable complex service delivery environment working with external providers or cross-agency initiatives.
- Knowledge of contemporary leadership development frameworks and organisational development practices.