Role Description

(Non-Manager)

Government of South Australia
Department for Environment and Water

Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Senior Organisational Development Consultant	**Division:** Corporate, Heritage and Climate Action
Classification Level: ASO6	**Branch/Unit:** People, Safety and Performance
CHRIS Position Number: Multiple	**Reports to (Title):** Manager, Organisational Development

About the Agency – Department for Environment and Water

About the Role

The Senior Organisational Development Consultant works closely with the Manager, Organisational Development and key staff across the Department to enhance cultural and organisational change by delivering targeted and efficient learning and development programs and across government initiatives. This role contributes to the assessment, development, delivery and evaluation of organisational development frameworks, which include strategies, policies, guidelines, systems and initiatives to enhance DEW's organisational culture and improve strategic and operational performance. This role works collaboratively with internal and external stakeholders and represents the department on public sector working groups and committees to foster best practice and enable collective learning and sharing of information.

Key Role Outcomes

Fit for purpose organisational development programs, initiatives and activities address agreed strategic and operational organisational needs and drive significant and tangible improvements.

- Organisational tools, systems and processes, including policies, guidelines and procedures are developed, reviewed and implemented to meet organisational needs.
- Organisational development programs and activities are developed and reviewed using evidence-based techniques.
- Key internal and external stakeholders and subject experts are engaged and consulted with to ensure effective development, coordination and implementation of the programs.
- Organisational development programs are delivered through effective use of resources including contract management where required.
- Executive and senior managers are provided with guidance and advice on the implementation of organisational development strategies.
- New strategies, opportunities and future directions to improve DEWs culture and performance are identified, researched, formulated and developed in collaboration with the Manager, Organisational Development.
- Targeted learning solutions to support capability development and organisational priorities are delivered.

Essential Criteria (including qualifications)

[**Must *be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise***]

- Experience in planning, procuring, designing, implementing and evaluating organisational development projects and initiatives.
- Excellent written and verbal communication skills.
- Experience in applying legislation, policies and contemporary practices that are relevant to organisational development, diversity, equity and inclusion programs and human resources.
- Sound understanding of and experience in using change management principles and practice.
- Ability to build and maintain effective relationships with stakeholders across all levels of the organisation to support organisational development initiatives.
- Proficiency with MS Office products, and systems that support HR or workforce development management functions.
- Introduces own ideas to overcome problems and can build on the ideas of others.
- Prioritises workload and allocates time appropriately.

Desirable Criteria

- An appropriate degree/qualification in organisational development, organisational psychology, human resources or related discipline.
- Experience with Learning Management Systems.
- Design or oversight of eLearning modules and digital content.
- Ability to design learning strategies aligned to organisational and workforce priorities.
- Strong skills in instructional design (face-to-face, virtual, eLearning, blended).
- Understanding of adult learning principles.

Key Relationships/Interactions

- Works collaboratively with the Human Resources Team and People, Safety and Performance branch staff.
- Works collaboratively with DEW Executives, senior managers and staff.
- Business Managers.
- Office of the Commissioner for Public Sector Employment.
- Other Government departments.

Special Conditions

- May be required to participate in emergency preparedness, response and recovery activities required by government agencies.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.

- This role has been identified as a Position of Trust.
    - The following screening check(s) is/are required:

      You will be required to provide a valid Nationally Coordinated Criminal History Check prior to being employed, which is required to be renewed every three years before expiry. DEW will cover the cost of renewal.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	• Thinking and Acting Strategically • Motivating others • Leading and influencing change	• Makes strategic judgments and presents options based on implications of analytical thinking. • Empowers others to take initiative and to provide suggestions for ways of doing work more effectively or efficiently • Manages up and down to successfully introduce new policy directions and/or business system improvements. • 'Sells' concepts upwards, sideways and downwards in the organisation to enable introduction of new initiatives.
Achieves Results	• Delivering Effective Outcomes • Assuming accountability • Making decisions	• Uses performance data – reports and measures - to monitor the delivery of outcomes. • Is proactive in producing successful outcomes aligned with the Agency direction and takes calculated risks in pursuing them. • Evaluates impact and consequences of taking a particular course of action, considering stakeholder concerns as well the impact across the Agency.
Drives Business Excellence	• Facilitating Quality and Continuous improvement	• Benchmarks current services against 'best practice'. • Seeks out new ways of working. • Recognises problems as opportunities for improvement and facilitates discussion and/or development of processes to address these.
Forges Relationships and Engages Others	• Influencing and negotiating	• Understands wider business objectives and integrates these into recommendations to gain greater buy in and commitment from others.

	• Using political savvy • Establishing and maintaining networks	• Listens to the views of stakeholders and tailors advice or recommendations to gain greater engagement and achieve positive outcomes. • Uses business and subject matter knowledge to influence engagement in outcomes • Gains understanding of and effectively navigates through organisational decision-making processes to achieve outcomes. • Identifies supporters and barriers to achieving outcomes and proactively manages these. • Demonstrates comfort and competence in relating to a range of people from diverse backgrounds.
Exemplifies Personal Drive and Professionalism	• Integrates diversity	• Behaves in a fair and equitable manner in accordance with the principles of equity and diversity towards others.

Work Health and Safety

Contribute to workplace safety

Accepts responsibility for own and others safety.

Actively participates in consultation about work, health and safety issues.

Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

Demonstrate appropriate and professional workplace behaviours that are in line with the Code of Ethics and the South Australian Public Sector Values.

Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.

Exhibit and promote the behaviours in line with *The way we work* outlined in the DEW Corporate Plan.

Actively participate in the Department's Performance Review and Development Program.

Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

Champion positive behaviours and conduct during all interactions with children and young people and act in accordance with the Child Safe Environment Policy and Procedure at all times.

Date Delegate approved original classification:	16/01/2024	Original Class method:	Full / Comparison
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