

# POSITION DESCRIPTION



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## 1. POSITION DETAILS

**Position Title:** Workforce Development & Communications Advisor  
**Division:** Workforce and Information Services  
**Unit:** Organisational Capability  
**Management Level:** Worker

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## 2. ORGANISATIONAL RELATIONSHIPS

### **Position Title of Supervisor:**

Organisational Capability Manager

### **Titles of Positions which report to this are:**

Nil, however this position may lead multidisciplinary design teams from time to time.

### **Contractors for which this position is responsible:**

The Workforce Development & Communications Advisor (WD & Comms Advisor) may manage contractors for specific projects from time to time.

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## 3. PRIMARY PURPOSE OF POSITION

To meet the growing needs of the community, the City is building a values-driven, high performing organisation, underpinned by a culture of continuous improvement. This supports the City's purpose to lead, govern and serve.

The WD & Comms Advisor, in collaboration with other key stakeholders, works across culture, people, processes, systems and structures to plan, implement and evaluate a range of initiatives that build organisational capability and improvement.

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## 4. POSITION OBJECTIVES

The major objectives to be achieved by the WD & Comms Advisor are:

- Implement organisational development programs and initiatives that support delivery of the Workforce Strategy including communication, digital capability, recognition, engagement, diversity and inclusion, culture, employee value proposition, change, and talent programs.
- Undertake stakeholder and internal communication using a range of channels including digital in support of organisational development initiatives.

- Provide planning and logistical advice and support for a range of manager workshops and staff events.
- Contribute to capability initiatives to develop an engaged, values-driven and high performing culture that delivers on the City's Purpose to Lead, Govern and Serve.

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## 5. POSITION ACCOUNTABILITIES

- Provide high quality, accurate and timely content for manager and staff communications to support organisational development programs.
- Manage CEO communication for managers and employees on topics related to workforce initiatives
- Manage digital communication channels to drive a digital mindset that enables collaboration and innovation.
- Project manage and facilitate delivery of a range of key organisational development initiatives at an organisational level to ensure they deliver on priorities in given timeframes and within budget.
- Provide high quality and timely logistical planning and support for manager workshops, senior manager briefings, staff briefings, staff engagement and employee recognition initiatives and events.
- Analyse and interpret complex information and refine into succinct communication and actions for organisational development programs.
- Provide advice and support for initiatives to help managers drive a culture of engagement, recognition, digital mindset, diversity and inclusion
- Support the implementation of change, culture and internal communications initiatives that reinforces the City's purpose and values.
- Provide professional advice and assistance to the management team of Workforce and Information Services and contribute to the priorities of the Workforce Services Division and corporate objectives as directed by the Manager and Director.
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

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## 6. WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the Safety Management System (SMS). Workers have the following responsibility, authority and accountability:

- Working safely so as not to put yourself or others at risk
- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Cooperating and complying with safe work method statements, policies and procedures and participating in their development

- Reporting all accident, incidents and hazards to your supervisor immediately and participating in accident/incident investigation and risk management activities
- Attending WHS training
- Complying with the requirements of the City's Return to Work program

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

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## 7. AUTHORITY TO ACT

- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

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## 8. SELECTION CRITERIA

### Essential Criteria

- Relevant degree level qualifications in communications, change, human resources or a related discipline
- Experience in implementing organisational development programs including in the areas of internal communication, digital capability, change management, employee recognition and engagement, culture, diversity and inclusion, talent, employee value proposition
- Significant experience in stakeholder engagement and communications including the ability to partner, negotiate and influence
- Ability to proactively gain understanding of business needs and tailor effective organisational development solutions to meet those needs including high level internal communications from the CEO
- Experience in workshop and event management logistics and support including high level digital communication/operational skills
- Significant experience in project management of programs across a range of initiatives, with a demonstrated ability to meet strict deadlines with minimum supervision and use resources to achieve an outcome
- Ability to prioritise, exercise initiative and judgment, cope under pressure and meet deadlines
- Demonstrate a commitment to Equal Employment Opportunity, Occupational Health and Safety and Cultural Diversity principles.