

Job Description Details	
Job Title	Organisational Development Advisor
Department/Division	Organisational Capability and Culture, People and Culture
Reports to	Manager Organisational Capability and Culture
Direct Reports	Nil
Agreement	Brightwater Care Group Staff Agreement

Brightwater Mission
<p><i>Pursuing the Dignity of Independence</i></p> <p>For Brightwater, no one is beyond care. Here, we value the potential that lives inside each and every one of us, no matter what that looks like. Our amazing ability to strive towards our best self every day, to keep learning and to keep growing. This drives all that we do. Sure, it's not always easy, but this journey that we're on together comes with its own reward. This pursuit of independence brings with it the dignity of control over our own lives. And everyone deserves the right to pursue that.</p>

Commitment to Mission and the Brightwater Spirit	
Embrace and apply the Brightwater Spirit – our values and behaviours – in all interactions with staff and customers. Our commitment to the Brightwater Spirit enables us to achieve our Mission, <i>Pursuing the Dignity of Independence</i> .	
Caring	We care for and about each other. We work together to provide inclusive and relevant services in ways that meet the needs and goals of our clients.
Authentic	We are open and genuine, enabling us to build meaningful relationships with our clients and each other.
Progressive	We are inspired to continuously improve ourselves and our services for the benefit of our clients.
Courageous	We find strength in order to make a difference.

Diversity and Inclusion Statement
At Brightwater, we welcome people with the full diversity of life experiences, thoughts and beliefs. We foster a culture of inclusion, collaboration and innovation where our clients and staff can flourish.

Position Purpose
This position is responsible for working in conjunction with the Manager Organisation Capability and Culture in developing, implementing and embedding of organisational development strategies and initiatives. It will assist in the implementation of a cultural change program that aligns with Brightwater's values and strategic direction whilst fostering a positive employee experience.

Job Title	Revision	Date	Author	Approved	Page 1 of 3
Organisational Development Advisor	0	31/07/24	Manager People and Culture – Operations	Chief People, Engagement and Capability Officer	
UNCONTROLLED WHEN PRINTED					

Key Duties/Accountabilities

1. Provide organisational development advice, programs and services to achieve cultural change, build the engagement and performance of the workforce and meet business outcomes.
2. Implement a program of work to improve culture following the organisational-wide survey, including re-measuring culture/engagement, driving action planning and reporting in conjunction with key stakeholders, the Manager Organisational Capability and Culture and the Organisational Development Specialist.
3. Create, administer and report on surveys and data in Qualtrics, as requested.
4. Administrator of Qualtrics for People and Culture.
5. Support the implementation of leadership development including design and development of content and facilitation consistent with the organisation's Leadership Capability Framework.
6. In conjunction with the People Partners, provide performance coaching to current and future leaders, guiding participants to achieve the objectives of their growth and development plans.
7. Work in conjunction with Manager Organisational Capability and Culture and Organisational Development Specialist in the implementation of a methodology and process to identify and pipeline potential leaders and support these individuals in their growth and development with individualised development plans.
8. Contribute to staff development reviews and provide timely advice about emerging issues by working in partnership with Operations Managers, Service Managers and People Partners.
9. Develop effective evaluation tools and evidence-based reporting frameworks to monitor and target development initiatives, measuring learning transfer to practice and impacts on service delivery.
10. Collaborate with the L&D team and HR team regarding organisational learning and development and culture strategies to build synergies and alignment with current programs.
11. Build strong relationships with internal and external service providers, applying effective governance and oversight in contractor management, where applicable, to deliver business outcomes.
12. Proactively support the People and Culture Senior Leaders as required.
13. Monitor emerging themes and trends in contemporary human resources and organisational development best practices and make recommendations on fit-for-purpose solutions

Key Working Relationships

1. Brightwater Leadership Team.
2. Learning and Development Team.
3. Customer Team.
4. HR Partners.
5. External learning partners and consultants.
6. Operational and Service Managers.

Professional Development

1. Accept responsibility for updating/developing own knowledge/skills in relation to professional practice.
2. Actively participate in opportunities for performance feedback with a growth mindset, including reviews and check-ins; reflect on own performance and set goals.
3. Complete essential training courses within the required timeframes and embed learning outcomes to continuously improve skills and work performance.
4. Attend and contribute to staff meetings/discussions and collaborate with team members to improve outcomes.

Job Title	Revision	Date			Page 2 of 3
Organisational Development Specialist	0	20/03/24	Manager People and Culture – Operations	Chief People & Culture Officer	
UNCONTROLLED WHEN PRINTED					

Safety and Health

1. Actively promote a positive safety and health culture by caring for self and others, demonstrating attention to physical, mental, emotional, cultural, and psychological safety.
2. Take proactive and responsible actions to avoid, eliminate or minimize hazards.
3. Accept responsibility for understanding and recognising the risks and hazards associated with work duties.
4. Report all incidents, hazards, and injuries immediately.
5. Use equipment, such as personal protective and manual tasks equipment, as trained and required.
6. Adhere to infection control principles and practices.

NDIS Risk Assessment

This position is likely to require more than incidental contact with people with disability and therefore is a risk assessed role that requires the person to hold a valid and satisfactory NDIS Worker Screening Check.

Other Information

Nil

Selection Criteria – Qualifications, Skills, Knowledge, Experience

1. Relevant tertiary qualification in Behaviour Sciences, Psychology, Human Resources or Business are highly regarded.
2. Certificate IV in Training and Assessment.
3. Previous experience leading change initiatives and developing strategic and transformational approaches to leadership and capability optimisation to deliver high-performance outcomes.
4. Strong knowledge of contemporary learning practices and creating innovative learning solutions to meet current and future learning needs with a digital focus.
5. Demonstrated understanding of organisational culture with strong skills in effective change management.
6. Excellent written, verbal and interpersonal communication skills and the ability to liaise, influence, and collaborate with diverse stakeholders, including at executive level, building successful relationships to deliver strategic goals.
7. Self-driven with high degree of initiative and the ability to effectively manage projects across business areas to achieve deliverables. This includes the ability to plan resource requirements, monitor budgets and manage external contracts.
8. Excellent computer skills and sound knowledge of Learning Management Systems and Microsoft Office applications.
9. Advanced analytical and problem-solving skills, high attention to detail, strong report writing skills, the ability to organise and prioritise tasks, work effectively under pressure, and meet deadlines.
10. Current Western Australian 'C' Class driver's licence.
11. Satisfactory National Police Certificate obtained within the last 12 months.

Job Title	Revision	Date			Page 3 of 3
Organisational Development Specialist	0	20/03/24	Manager People and Culture – Operations	Chief People & Culture Officer	
UNCONTROLLED WHEN PRINTED					