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POSITION DESCRIPTION

Organisational Design Consultant

Faculty/Division

Classification Level

Hours & Span (Category)

Position number

Shiftwork status

Allowances

On call arrangements

Original document creation

Division of Operations

Professional 8

G - Administrative, Clerical, Computing, Professional & Research Staff

Click or tap here to enter text.

NOT SHIFTWORKER

NA

NA

15 May 2024

Position Summary

The **Organisational Design Consultant** is responsible for shaping and optimising the structure, processes, and culture of UNSW. This role requires a deep understanding of organisational design methodologies, change management frameworks, and the ability to implement workforce solutions that align with business goals. The role works closely with key stakeholders across the Faculties and Division and within the Operations Division to drive strategic initiatives that enhance organisational effectiveness, agility, and performance.

The role reports to the HR Director and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Conduct comprehensive assessments of the current organisational structure, processes, and culture.
- Identify areas for improvement and opportunities to enhance efficiency, effectiveness and engagement, and make improvements to the relevant leadership teams.
- Collaborate with the HR leadership team to align organisational designs with the overall business strategy.

- Contribute to the definition or development of job and skills architectures appropriate for the diverse UNSW organisation.
- Develop and implement plans to support organisational growth, restructuring, or transformation.
- Analyse and define roles, responsibilities, and reporting relationships within the organisation to ensure they are aligned with organisational goals and objectives
- Develop and implement change management strategies and communication plans to facilitate smooth transitions during organisational changes.
- Work closely with cross-functional teams to gather insights, feedback, and input for design considerations.
- Utilise data and metrics to inform decision-making, identify trends and areas of improvement and measure the impact of organisational design changes.
- Collaborate with the HRBP Team to identify training needs to help enable organisational and job designs.
- Develop and deliver training programs to build organisational capability and understanding of the design principles.
- Stay abreast of industry best practices and trends in organisational and job design.
- Continuously assess and refine organisational design strategies based on feedback and outcomes.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Ensure psychosocial and physical hazards and risks are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

- Qualifications in Human Resources, Business Administration, or related field.
- Substantial experience in organisational design, change management, and transition planning.
- Strong analytical and problem-solving skills with the ability to use data to inform decision-making.
- Excellent communication and interpersonal skills.
- Ability to collaborate effectively with diverse teams and stakeholders.
- Knowledge of relevant laws, regulations, and ethical standards related to organisational and job design.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.