

## POSITION DESCRIPTION

<b>Position Title:</b>	Culture & Organisational Development Senior Consultant
<b>Business Unit/Department:</b>	Culture & Organisational Development
<b>Division:</b>	People, Culture & Communications
<b>Award/Agreement:</b>	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Grade 6 (HS6)
<b>Reports To:</b>	Director - Culture & Organisational Development
<b>Direct Reports:</b>	Culture & Organisational Development Consultants Culture & Organisational Development Coordinator
<b>Date Prepared/Updated:</b>	29 December 2025

### Position Purpose

This role is responsible for enhancing positive workplace culture, wellbeing, and employee engagement for all staff. It is a strategic partnership role in providing overall leadership to Western Health leaders implementing new initiatives, enhancing employee wellbeing and experience to better support the delivery of Best Care.

As a Senior Consultant, the role encompasses major aspects of the team's work:

- Providing superior facilitation skills to leaders and their teams to ensure team alignment.
- Developing a shared understanding of best interventions and areas of focus for leaders and their teams.
- Building leader capabilities and awareness of mental health and wellbeing enablers and supports.
- Monitoring employee sentiment and developing strategic initiatives collaboratively with leaders to enhance experience and engagement.
- Leading and designing programs that enhance people leaders understanding of work environment and demands and the contribution these elements have in workforce wellbeing.
- Building awareness and promoting best practice to enhance mentally healthy workplaces at Western Health (WH).
- Represent WH on various committees, presenting at conferences and general promotion of our approach.
- Monitor the effectiveness of various interventions to ensure WH has the best in terms of employee prevention, protection and recovery programs.
- Lead specific projects that support the future workforce for Western Health.

### Business Unit Overview

The Culture and Organisational Development team designs, implements and leads cultural change and strategic initiatives focused on WH strategic goals and employment best practice strategies that ensure Western Health is a fair, equitable and contemporary organisation.

The service activity currently comprises:

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- PCC Divisional Business Plan deliverables
- Positive Workplace Culture framework implementation plan
- Mentally Healthy Workplaces plan implementation
- Delivery of Employee Assistance Program
- Delivery and management of EMPOWIR- Employee Positive Workplace Issue Resolution
- Management and support provision to Talent Hub users at WH, i.e. the performance development planning system and process
- Organisation development, including leadership and management development, coaching, mentoring service and team development and change management
- Succession and talent management and development
- Employee engagement
- Reward and Recognition program expansion and delivery

This role will work across a number of business units in the People Culture and Communications Directorate. It will also be a key resource to the Organizational Culture and Leadership Development unit.

### Key Responsibilities

- Lead the development and implementation of culture by and team building activities for teams
- Contribute to the enhancement of a positive workplace culture, including the identification and development of cultural and team improvement interventions
- Enhance employee engagement strategies and ensure measures are developed, surveys implemented, reporting is actioned and appropriate interventions developed, implemented and regularly monitored
- Provide advice and guidance to management on suitable change management principles, process and methodologies, based on expertise and knowledge of contemporary best practice
- Engage leaders in and support the development of themselves and their teams
- Support mentally healthy workplace strategies and evaluation of initiatives,
- Contribute to the establishment of overarching guidelines and tools to support positive culture development
- Support key change outcomes, through providing strategies and advice to leaders in relation to improved operations, culture, team functioning, and individual and group performance
- Provide group facilitation skills ensuring focused group commitment to outcomes and sustainable actions
- Provide coaching and broker as required
- Ensure stakeholder engagement and client contribution to all initiatives undertaken
- Represent Western Health at various forums and network meetings  
Provide project management and reporting on various programs, key initiatives and other organisational performance indicators
- Provide advice and counsel to leaders in a confidential way
- Collaborate with key stakeholders and internal partners

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- People and Culture and Communications team members
- Managers and Directors across the organisation
- Executive Directors

#### External:

- Organisation Development Network
- Consultant and various leadership development providers
- Other health services

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## Selection Criteria

### Essential:

- interpersonal savvy - relating openly and comfortably with diverse groups of people
- Strategic mindset - seeing ahead to future possibility and translating them into breakthrough strategies
- Experience and skills in Change and organisational transitioning at a senior level
- Sound understanding of change models and previous experience in applying these in a complex environment.
- Strong project management skills
- Courage - stepping up to address difficult issues, saying what needs to be said whilst retaining relationships
- Manages ambiguity - operating effectively, even when things are not certain and the way forward is not clear
- Self-awareness - using a combination of feedback and reflection, has insight into personal strengths and areas of development need
- Collaborates - builds partnerships and works collaboratively with others to meet shared objectives
- Organisational savvy - manoeuvres comfortably through complex policy, process, and people related organisational dynamics
- Creative- Experience developing initiatives and leading facilitated workshops with teams
- Ensures accountability - holds self and others accountable to meet commitments

### Desirable:

- Cultivates innovation - creates new and better ways for the organisation and people to be successful
- Experience in working with large, complex organisations and/or health services
- Relevant tertiary qualifications in Human Resource, Organisational Development, Organisational Psychology and/or a related field

## Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

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## General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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