

POSITION DESCRIPTION

Position Title:	Culture and Organisation Development Advisor
Business Unit/Department:	Culture and Organisation Development
Division:	People, Culture and Communications
Award/Agreement:	Victorian Public Sector Health & Allied Services Managers & Administrative Workers) Enterprise Agreement 2021 - 2025
Classification:	To be advised
Reports To:	Culture and Organisation Development Consultant
Direct Reports:	Nil
Date Prepared/Updated:	15 July 2025

<p>Position Purpose</p> <p>The Culture and Organisation Development Advisor is responsible for delivering comprehensive People and Culture services, with a primary focus on supporting and coordinating leadership programs and team workshop interventions that build organisational capability and foster positive workplace culture.</p> <p>Working collaboratively with the Organisation Development Consultant, employees, stakeholders, and committees, this role helps develop, implement, and evaluates programs and initiatives that drive service excellence and people development. All activities are strategically aligned to the Organisation and Divisional Business Plans to ensure maximum impact and value.</p> <p>The Culture and Organisation Development Advisor provides essential project and administrative support for the Culture and Organisation Development (COD) team while championing the Western Health COD Positive Workplace Framework throughout the organisation.</p> <p>Central to this role is the development and maintenance of effective working relationships with internal and external stakeholders, customers, and colleagues. These partnerships ensure the seamless delivery of organisational programs and projects that advance Western Health's culture and development objectives.</p>
<p>Business Unit Overview</p> <p>Culture and Organisation Development is part of the People Culture and Communications directorate.</p> <p>Culture and Organisation Development delivers, implements and leads cultural change and strategic initiatives focused on societal service and employment-based strategies that ensure Western Health is a fair, equitable and contemporary organisation.</p> <p>The service activity currently comprises:</p> <ul style="list-style-type: none"> • Divisional Business Plan deliverables • Positive Workplace Framework implementation

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- Mental Health and Wellbeing plan implementation
- Delivery of Employee Assistance Program
- Delivery and management of EMPOWIR- Employee Positive Workplace Issue Resolution Process
- Management of the Performance Development and Review operating system
- Organisation Development, including leadership and management development, service and team development and change management
- Collaboration in development offered under the WH Academy
- Succession and talent management and development
- Employee engagement and recognition

Key Responsibilities

Operational Performance

Support and Coordination of COD Leadership Programs

- Coordinate venue and room bookings for leadership programs.
- Maintain regular communication with participants, coaches, facilitators, and managers regarding program schedules and details.
- Support room setup for sessions, including layout and technology checks.
- Attend programs as needed, providing introductions for facilitators and speakers.
- Prepare materials for program launches and graduations, including slides, certificates, gifts, and logistics.
- Build and maintain relationships with external providers to ensure program delivery runs smoothly.
- Coordinate with internal Western Health Subject Matter Experts to present as required.
- Support the COD team in conducting research into leadership needs to review and update programs accordingly
- Collect, collate and report on feedback data collected from leadership programs
- Actively contribute, develop and/or maintain systems and databases, including Expression of Interests and participating in selection of suitable participants

Administrative support for the COD team through:

- Create collateral for initiatives and events, and/or outsource as required
- Initiate assessments for development and or recruitment and develop success profiles for various roles using the Korn Ferry Talent Hub
- Support Organisational Consultancy Workshop preparations, scheduling training, liaising with managers and other stakeholders re delivery, venues etc.
- Support any ad hoc requirements of the COD team as needed

Support Western Health OCLD Positive Workplace Framework

- Provide support as required to Western Health organisational initiatives,
- Opportunity to participate in program streams delivered via COD
- Contribute to the development, implementation, evaluation and delivery of Mental Health and Wellbeing objectives.
- Identify and implement strategies via programs to embed the desired culture throughout the organisation
- Research and develop new strategies that lift and continue to enhance employee engagement and retention

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- Develop and or use existing data (surveys, focus groups, café chats etc) to determine key priority themes to be addressed organisationally, or within divisions and teams.
- Research, pilot and recommend strategies that are proven to lift employee engagement
- Conduct employee feedback gathering activities to continually measure effectiveness and sustainability of strategies
- Ensure commitment to equity and diversity, occupational health and safety (OH&S), risk management and ethical practices
- Perform other duties as required

In addition to the key responsibilities specific to your role, you are required to work in alignment with the [Western Health Strategic Aims](#).

Key Working Relationships

Internal:

- Culture and Organisation Development Consultant
- Senior Culture and Organisation Development Consultant
- Director, Culture and Organisation Development
- Culture and Organisation Development team
- People, Culture and Communications division
- Managers and Directors across the organisation
- Individual employees and volunteers

External:

- Organisation Development Network
- External consultants
- Other health services

Selection Criteria

Essential:

- Communicates effectively using advanced communication and interpersonal skills
- Holds self and others accountable to meet commitments
- Collaborates with others by building partnerships and working together to meet shared objectives
- Demonstrates initiative and self-direction together with ability to work in teams
- Drives engagement through motivating others
- Optimizes work processes – knowing the most effective and efficient processes to get things done with a focus on continuous improvement
- Experience in development of plans and actions from idea formation to implementation
- Presentation skills, including creation and delivery
- Can promptly resolve routine problems, but also knows when to escalate more complex problems
- Ability to recover quickly from problems or setbacks and stay focussed on tasks despite disruptions or obstacles
- Is detail focussed with the ability to pay close attention to all of the small particulars of a task or project to ensure high efficiency

Desirable:

- Relevant tertiary qualifications or experience in Human Resource or related field
- Experience in working with complex organisations or health

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- Experience in administration

Leadership Capabilities

Communicates Effectively	Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences
Balances Stakeholders	Anticipates and balances the needs of multiple stakeholders
Collaborates	Builds partnerships and works collaboratively with others to meet shared objectives.
Action Orientated	Takes on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm
Situational Adaptability	Adapts approach and demeanor in real time to match the shifting demands of different situations
Ensures Accountability	Holds self and others accountable to meet commitments.
Plans & Aligns	Plans and prioritizes work to meet commitments aligned with organizational goals
Optimizes Work Processes	Knows the most effective and efficient processes to get things done, with a focus on continuous improvement
Customer Focus	Building strong customer relationships and delivering customer centric solutions

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
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information

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- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

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
- 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:	Click here to enter the Employee's name.		
Employee's Signature:		Date:	Click here to enter a date.

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