

COORDINATOR, WORKFORCE DEVELOPMENT

POSITION DESCRIPTION

Position Title:	Coordinator, Workforce Development
Responsible To:	Manager, People Experience
Council Portfolio	Corporate Services
Council Program:	People
Classification Level:	Salaried, Level 6

Overview of Portfolio

The Corporate Services Portfolio provides effective and efficient services and insights to strengthen and grow our organisational capability, and support a culture of accountability, transparency and innovation. Additionally, the Portfolio provides the key support functions to ensure Council's subsidiaries, the Adelaide Central Market Authority (ACMA) and Adelaide Economic Development Agency (AEDA), deliver their objectives in accordance with their respective Charters, statutory requirements and obligations.

Overview of People Team

The People Team strengthens our organisation's capability to lead and deliver essential services for our community, corporate services for our organisation, and brilliant experiences in our City, by co-creating an environment where our people thrive, live our values, reach their potential, and learn and grow.

Key Relationships / Interactions

Internal	Employees across the People Program Directors, Associate Directors and Manager City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	External Service Providers as appropriate Local Government Professionals SA Other Local Government Councils as appropriate Industry Bodies as appropriate

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Primary Purpose

As part of the People Experience Team, the Coordinator Workforce Development plays a key role in coordinating and supporting the delivery of workforce and organisational development initiatives, addressing workforce planning, succession planning, talent management, workforce capability and performance.

Working collaboratively with the People Experience team and People program, the Coordinator, Workforce Development also plays a key role in supporting the delivery of strategic initiatives to strengthen organisational culture and employee engagement.

Responsibilities

The Coordinator, Workforce Development is responsible for:

- Researching emerging workforce trends to inform the CoA's future workforce strategies.
- Working and collaborating with people leaders to understand and identify workforce needs and provide practical advice, tools and solutions, including coaching.
- Designing, implementing and evaluating workforce planning and organisational development initiatives to improve employee capability and organisational performance.
- Designing, delivering and evaluating workforce development solutions or programs, including the CoA's Graduate Program, to build talent pipelines aligned to future workforce needs, informed by workforce and/or employee engagement data.
- Developing tools and resources to enable team development and organisation-wide capability, including training materials.
- Supporting the implementation of talent management and succession planning initiatives.
- Supporting people leaders with the development and implementation of succession planning and talent management initiatives to build workforce capability and continuity.
- Overseeing and utilising the CoA's Succession Module to meet stakeholder needs, deliver a positive user experience, maintain data integrity, and meet organisational reporting requirements.
- Supporting the People Experience team and People program in delivering strategies that enhance organisational culture, workforce capability and employee engagement.
- Promoting the CoA as an employer of choice through the employee value proposition, engagement and relationship building with external stakeholders.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	A tertiary qualification relevant to Organisational Development, Psychology or Human Resource Management or demonstrated experience in lieu of formal qualifications	Essential
	Accreditation in HBDI or other psychometric tools or willing to undertake.	Desirable
Financial Skills & Acumen	Ability to manage approved project and campaign budgets.	Essential
Technical Knowledge & Experience	<p>Experience supporting the identification and design of workforce development initiatives.</p> <p>Demonstrated experience in researching best practice and analysing industry trends and providing appropriate recommendations.</p> <p>Experience in design and facilitation of training and workshops.</p>	Essential
Project Management	<p>Understanding of a project life cycle, and ability to assist with strategies relating to projects and programs and ability to promote cross functional collaboration.</p> <p>Demonstrated ability to manage time, complex tasks, challenging projects and competing deadlines concurrently.</p>	Essential
Change Management	Demonstrated ability to apply fundamental change management principles to engage key stakeholders and employees by clearly communicating the purpose, benefits, risks and impacts of change.	Essential
Innovation & Initiative	<p>Experience in applying best practice principles to the delivery of connection, attraction and engagement initiatives and monitoring and reporting on outcomes.</p> <p>Ability to apply analytical and creative skills to effectively develop and implement essential learning across the organisation.</p> <p>Ability to be adaptable and be flexible and have a commitment to continuous improvement and can review procedures and systems and recommend changes where appropriate.</p> <p>An innovative and creative thinker with the ability to translate ideas into actions</p>	Essential
Resource Management & Decision Making	<p>Ability to effectively utilise allocated resources including planning, prioritising own workloads, and reporting on financial expenditure against budget.</p> <p>Ability to prioritise and be flexible when responding to changing priorities and demands.</p>	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential

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<p>Customer Commitment & Integrity</p>	<p>Demonstrates a commitment to understanding the needs and priorities of key stakeholders.</p> <p>A commitment to internal and external customers demonstrated through the provision of timely, reliable, and expert advice on matters within area of responsibility.</p> <p>Takes action to meet customer needs; takes ownership, considers how actions or plans will affect customers, responds quickly to meet customer needs, and resolve problems.</p>	<p>Essential</p>
<p>Collaboration & Communication</p>	<p>Proven ability to build positive relationships and consult, negotiate and communicate with all levels of leadership and our workforce, government agencies, stakeholders, and the community, both verbally and in writing.</p> <p>Significant ability to work as part of a team with group processes and to effectively operate independently when necessary.</p>	<p>Essential</p>
<p>Administrative Skills</p>	<p>Demonstrated ability to manage the administrative requirements of multi-faceted culture projects.</p> <p>An understanding of practices, procedures and outcomes required of internal CoA systems.</p> <p>A high level of organisational and time management skills.</p> <p>An awareness of safety and wellbeing issues, standards and actions in the workplace.</p>	<p>Essential</p>
<p>Government Experience</p>	<p>Experience working in a government environment.</p>	<p>Desirable</p>

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	<p>Achievement</p> <ul style="list-style-type: none"> • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	<p>Collaboration</p> <ul style="list-style-type: none"> • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	<p>Customer Commitment</p> <ul style="list-style-type: none"> • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	<p>Integrity</p> <ul style="list-style-type: none"> • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	<p>Innovation</p> <ul style="list-style-type: none"> • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR365).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.