

GRADUATE, PEOPLE EXPERIENCE

POSITION DESCRIPTION

Position Title:	Graduate, People Experience
Responsible To:	Lead, Culture & Leadership
Council Portfolio	Corporate Services
Council Program:	People
Classification Level:	Salaried, Level 3

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, and statutory requirements and obligations.

Overview of Program

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 Leaders across the organisation including Directors (as required), Associate Directors, Managers and Team Leaders City of Adelaide (CoA) employees across all Portfolios, and Programs
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 within the People Program, the Graduate, People Experience will support a range of projects, programs and initiatives across the People Program, contributing to initiatives that enhance employee performance and experience.

This role will work closely with all roles within the People Experience team, as well as collaborating and supporting projects within other areas of the broader People Team.

Responsibilities

The Graduate, People Experience is responsible for;

- Undertaking research to inform best practice and evidenced-based people initiatives.
- Assisting with the design and delivery of learning & development programs and resources to build organisational capability.
- Supporting with the ongoing integration of the Leadership Capability Model across the organisation, including developing resources/tools that help employees apply the model in practice.
- Providing input to organisational culture development including surveys, reporting and action planning.
- Analysing data to identify themes and inform actions.
- Assisting with developing progress reports to track progress, monitor engagement and outcomes of key projects, and identify opportunities for improvement.
- Preparing internal communications to enhance information sharing across the organisation.
- Providing input and support to initiatives to support the People Services and People Safety and Wellbeing teams.
- Taking an active approach to training and career development through and outside of the annual Performance & Development Conversations (PDC) process.
- Support the team in identifying areas for improvement across a number of people processes.
- Support with the administration and ongoing use of relevant systems, including but not limited to, Learning Management, Performance Management and Succession Planning to continuously improve processes and ensure a positive user experience.
- Participating in and contributing to all graduate program projects, training, and other undertakings.
- Taking an active approach to personal training and career development through and outside of the annual Performance & Development Conversations (PDC) process.

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, Behavioural Sciences, Psychology or Human Resource Management completed in the last two years or expecting to be completed within the next six months.	Essential
Collaboration and Communication	Ability to work in an open, creative and collaborative environment, with a broad range of stakeholders. Positive approach to teamwork, including collaborating with team members, asking questions and seeking feedback. Demonstrated ability to communicate clearly in both written and verbal formats to keep stakeholders informed and obtain input.	Essential
Technical Knowledge & Experience	Skills and knowledge in conducting research to inform best practice and evidence-based approaches. Ability to apply prior learnings and training to new situations.	Essential
Prioritisation and Time Management	Organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines. Ability to take ownership and accountability for deliverables.	Essential
Innovation & Initiative	Ability to think conceptually and creatively and show initiative and self-discipline in daily tasks.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely support on matters within area of responsibility. Demonstrated dedication to producing work that is of a high standard and supported by evidence.	Essential
Administrative Skills	The ability to maintain documentation and files to ensure information is stored appropriately and is easily accessible.	Essential

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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.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • 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 in order 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 (OSCAR).**

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.