

LEAD, CULTURE & LEADERSHIP

POSITION DESCRIPTION

Position Title:	Lead, Culture and Leadership
Responsible To:	Manager, People Experience
Council Portfolio	Corporate Services
Council Program:	People
Classification Level:	Salaried, Level 8

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 program 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 Managers City of Adelaide (CoA) employees across all Portfolios, and Programs
External	External Service Providers Local Government Professionals SA Other Local Government Councils as appropriate Industry Bodies as appropriate

A unique team creating an extraordinary city



Primary Purpose

Reporting to the Manager People Experience, the Lead Culture and Leadership is a senior role focused on shaping and driving positive organisational change and performance through culture and leadership development.

The role operates with broad autonomy, drawing on deep expertise in organisational development, culture change and employee engagement. The role supports the development of leadership capability and equips leaders to embed CoA's values, elevate employee engagement, and enhance organisational performance in line with City of Adelaide's strategic and operational goals.

Responsibilities

The Lead Culture & Leadership is responsible for:

- Leading the development, implementation and evaluation of culture change strategies that foster a positive, inclusive and high-performing culture within CoA.
- Leading the design and delivery of leadership development programs, providing development opportunities for leaders at all levels.
- Embedding and integrating CoA's Leadership Capability Framework into People program initiatives.
- Providing leadership and direction to direct reports.
- Supporting the planning and delivery of an organisational annual learning and development plan, reflective of emerging workforce planning priorities.
- Building and maintaining trusted relationships with internal key stakeholders and employees across CoA to enable a collaborative and inclusive approach to engagement.
- Developing evidence-based models and frameworks that embed CoA's values and best practice to strengthen leadership capability and sustain cultural growth.
- Applying a systems thinking method to program design, identifying opportunities to maximise capability and cultural outcomes and impact throughout the organisation.
- Utilising structured project management and change management methodologies to maximise workforce engagement and achieve sustainable outcomes.
- Building effective partnerships with external organisations and service providers to benchmark CoA's programs and drive best practice delivery.
- Preparing briefings and presenting program information and outcomes to Executives as required.
- Leading the design, delivery and evaluation of CoA's diversity and inclusion strategies/programs.
- Leading the development and implementation of Culture Surveys and Pulse Checks to analyse organisational culture and support leaders to action improvements with their teams.
- Leading the procurement and management of contracts with service providers as required.
- Providing leadership coaching and facilitation to leaders as required.

A unique team creating an extraordinary city



Workplace Health and Safety & Additional Responsibilities

All leaders are also responsible for;

- Complying with the Employee Behavioural Standards.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- The effective leadership and management of their team and its functions, including coaching, development and management of resources, legislative requirements, and identifying and implementing continual service improvements.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
- Ensuring WHS legislative compliance is maintained within the program or area of corporate responsibility.
- Implementing the CoA WHS management system within the program or area of corporate responsibility.
- Undertaking activities to achieve WHS objectives and targets.
- Identifying and allocating the human and financial resources to ensure a safe working environment is maintained.
- Scheduling all reasonable hazards for assessment and control by elimination if possible.
- Understanding the organisation's WHS and Injury Management policy and procedures and undertaking your role within these.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

A unique team creating an extraordinary city



Position Criteria

Qualifications	A tertiary qualification in Human Resources, Organisational Development, Psychology or Learning & Development and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
	Accreditation and/or extensive use of/exposure to psychometric and change management tools (e.g. HBDI, ADKAR, etc).	Desirable
Project Management	Organisational skills, the ability to successfully manage competing priorities whilst maintaining attention to detail and meeting deadlines. Demonstrated ability to plan and operate efficiently under pressure to complete work.	Essential
Change Management	Change management skills, the ability to lead leaders and teams through cultural change and apply structured change management methodologies, utilising sound change tools when planning and implementing programs and engaging with employees.	Essential
Customer Commitment & Integrity	Demonstrates a commitment to understanding the needs and priorities of key stakeholders. A commitment to internal and external customers demonstrated through the provision of timely, reliable, and expert advice on matters within area of responsibility. 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.	Essential
Collaboration & Communication	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. Significant ability to work as part of a team with group processes and to effectively operate independently when necessary.	Essential
Technical Knowledge & Experience	Experience in developing and implementing best practice culture initiatives which support leaders to effectively lead their teams. Demonstrated experience in researching and analysing best practice, industry trends and providing appropriate recommendations. Demonstrated effective communication, project, change and relationship management experience at all levels. Proven experience in designing & facilitating various size group workshops, online and face to face, with the ability to engage audiences and deliver innovative learning solutions.	Essential
Financial Skills & Acumen	Ability to manage approved project and campaign budgets.	Essential
Innovation & Initiative	Experience in applying best practice principles to the delivery of culture and leadership initiatives and monitoring and reporting on outcomes.	Essential

A unique team creating an extraordinary city



	A proven ability to be flexible in achieving objectives using innovative techniques and overcome challenges adapting to an ever-changing environment.	
Resource Management & Decision Making	Ability to effectively utilise allocated resources including planning, prioritising own workloads, and reporting on financial expenditure against budget. Ability to prioritise and be flexible when responding to changing priorities and demands.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Administrative Skills	Demonstrated ability to manage the administrative requirements of multi-faceted culture projects. An understanding of practices, procedures and outcomes required of internal CoA systems. A high level of organisational and time management skills. An awareness of safety and wellbeing issues, standards and actions in the workplace.	Essential
Government Experience	Experience working in a government environment.	Desirable

A unique team creating an extraordinary city



Our Values

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

Our Values



**ACHIEVEMENT**

**COLLABORATION**

**CUSTOMER COMMITMENT**

**INTEGRITY**

**INNOVATION**

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



www.cityofadelaide.com.au

A unique team creating an extraordinary city



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 (OSCAR365).**

A unique team creating an extraordinary city



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.