

POSITION DESCRIPTION



Position	Organisational Development Consultant (12 Months Parental Leave Cover)
Level/Classification	H0808
Reports to	Manager Capability and Culture
Unit	Leadership Services and People Strategy
Directorate	People and Culture
Positions Supervised	n/a

Position Purpose

The Organisational Development Consultant is a key member of the People and Culture team, responsible for providing expertise, guidance, and support in driving organisational development and implementing change initiatives. Reporting directly to the Manager Capability and Culture, this role involves collaborating with stakeholders across the University to assess needs, develop solutions, and support the implementation of organisational development strategies.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

The Organisational Development work area plays crucial roles in enhancing employee experience, fostering growth, and driving organisational effectiveness. The area focuses on designing and implementing University-wide initiatives, while also focusing on strategic interventions to improve the overall health and functioning of the University.

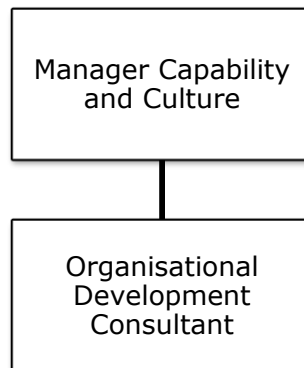
The People and Culture Directorate is an integral part of the business strategy and decision making process focusing their efforts on strategic and operational programs and services that supports staff and organisational objectives.

We develop partnerships based on trust and integrity to foster excellence, engagement, and fairness, as we work to strengthen the University's ability to recruit and retain high quality staff and develop a culture that encourages and supports academics and professional staff to reach their full potential.

Staff within the People and Culture Office will actively demonstrate:

- customer centricity and a solution orientated approach;
- prompt, efficient and quality service;
- respect confidentiality and act with integrity in all matters;
- have a positive approach to achieve the best possible outcomes;
- foster close working relationships with the Colleges and Offices to identify needs and assist in servicing them;
- be always respectful and courteous

Reporting Relationships



Key Responsibilities/Duties

- Conduct organisational assessments to identify strengths, gaps and opportunities for improvement. Gather and analyse data from surveys, consultations and other sources to provide evidence-based insights and recommendations.
- Support and contribute to the development and implementation of organisational development and change initiatives, providing advice to stakeholders on impact, communication approaches and effective implementation strategies.
- Contribute to the design, review and continuous improvement of performance and development frameworks, including probation and performance practices, to enhance clarity, consistency and alignment with organisational expectations.
- Analyse employee engagement and culture data and support leaders and People & Culture partners to translate insights into meaningful, prioritised and trackable action plans, strengthening organisational capability and maturity in this area.
- Contribute to the development of practical tools, frameworks and resources to support leaders in areas such as performance, development and change, ensuring alignment with the University's People Strategy and guiding principles.
- Support the scoping and discovery of organisational development initiatives, including research, benchmarking and stakeholder engagement to inform future design and implementation (e.g. rewards and recognition approaches).
- Support organisational design and effectiveness initiatives by contributing to discussions on structures, workflows and ways of working, and providing insights on best practice to optimise efficiency and effectiveness.
- Collect, analyse and interpret data related to organisational development initiatives, and prepare reports, insights and presentations to inform decision-making and continuous improvement.
- Build and maintain effective relationships with stakeholders across the University, providing trusted advice, facilitating discussions and supporting the successful delivery of initiatives.
- Collaborate with key internal stakeholders, including Equity, Diversity and Inclusion, and Health, Safety and Wellbeing, to ensure alignment and integration of organisational initiatives.

Key Focus Areas (12-month Contract)

During the period of this parental leave cover, the role will lead or contribute to priority organisational development initiatives aligned to the University's People Strategy. Focus areas are expected to include:

- **Probation and Performance Frameworks:** Lead the design and enhancement of probation and performance practices to improve clarity, consistency and alignment with capability development and organisational expectations.
- **Change and Consultation Principles:** Support the development and embedding of practical change and consultation principles, providing guidance to leaders to enable effective, consistent and people-centred approaches to organisational change.
- **Employee Survey Insights and Action Planning:** Analyse employee engagement and culture survey data and support leaders and People & Culture partners to translate insights into meaningful, prioritised and trackable action plans, strengthening organisational maturity in this area.
- **Rewards and Recognition (Scoping Phase):** Lead the initial scoping and discovery of a contemporary rewards and recognition framework, including research, benchmarking and stakeholder engagement to inform future design and implementation.

Selection Criteria

Essential

1. Bachelor's degree in Organisational Development, Human Resources, Business Administration, or a related field.
2. Proven experience in organisational development, change management, or a related field.
3. Strong knowledge of organisational development theories, practices, and methodologies.
4. Excellent communication skills, both verbal and written, with the ability to articulate complex ideas and concepts clearly and concisely.
5. Strong analytical and problem-solving skills, with the ability to analyse data, identify trends, and make data-driven recommendations.
6. Ability to work effectively in a collaborative team environment and build relationships with stakeholders at all levels.
7. Proficiency in project management, with the ability to prioritize tasks, manage multiple projects simultaneously, and meet deadlines.
8. Ability to adapt to a dynamic work environment and embrace change.
9. Professional certifications in organisational development, change management, or related areas are a plus.

Desirable

10. Experience in a large complex organisation.
11. Experience in the tertiary education sector.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.
3. Ability to work outside of normal office hours when required.

General Obligations

- While at work, an employee must:
- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.