

## Position description

Title of the role:	Manager, Organisational Development and Early Careers
Classification:	SCHADS Level 7
Schedule:	B
FTE:	1.0
Program Area:	People & Culture
Location:	Open
Reports to:	National Manager, Organisational and Workforce Development
Last Revised:	March 2026

## About Wellways

Wellways Australia is a leading not-for-profit organisation dedicated to ensuring all Australians lead active and fulfilling lives in their community. We work with individuals, families and the community to help them imagine and achieve better lives. We advocate for change to make sure people can access the best possible care and information when they need it. We provide a wide range of services and assistance for people of all ages with mental health issues, disabilities, and those requiring community care.

Wellways is an equal opportunity employer that offers generous salary packaging and opportunities to undertake professional training and development. People with lived experience, Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds bring highly valued skills to our workforce.

## Our Values

### Honesty:

- We are open and sincere in all interactions
- We show compassion and consideration to all our stakeholders
- We take responsibility for our actions

### Acceptance

- We champion and respect all voices and choices
- We accept people no matter how complex their needs
- We see the person, the family and the community

### Fairness:

- We believe everyone has the right to equal opportunities
- We challenge social injustice and advocate for change
- We collaborate to solve problems

### Commitment:

- We are committed to our work and we won't give up
- We have the courage to make decisions and are accountable for our actions
- We dare to go down new roads and challenge accepted wisdom

## Participation:

We promote participation and transform lives and communities  
We value the expertise and contribution of everyone we work with  
We build knowledge and lead conversations

## Our approach to service delivery

Our recovery services are guided by our values and informed by our Well Together Model. This approach means we work at 3 levels, with the individual, with their families and friends and with the community. Well Together recognises that developing skills, building confidence and strengthening relationships will help people to recover and to live independently. The model provides an evidence-based approach to create individually tailored, effective recovery support packages. Wellways assists individuals to develop the capacity to manage their own wellbeing, equip family and friends with information and skills, and engage community members in support networks.



## Advocacy Services

We have a strong advocacy program, informed by the lived experience of people with mental health issues or disability, their families and friends. Members of Wellways play a vital role in developing our advocacy platform. We advocate for systemic change that will create better conditions and improved opportunities across the range of services and supports we offer, including people and their families living with mental health and / or disabilities, and carers.

All our recovery services and advocacy programs:

- Support and create opportunities for recovery
- Value cultural diversity
- Value peer participation and leadership (participant and carer)
- Are underpinned by evidence-based best practice

## Position Summary

The Manager, Organisational Development & Early Careers will partner with leaders and teams to strengthen workplace culture, capability, and employee experience across the organisation, while overseeing Wellways' early careers programs and pathways. They will work closely with other functions within the People and Culture team to ensure a holistic approach to all organisational development and early careers initiatives .

This role will support leaders to build capability in leading high performing and engaged teams, working with them to understand their strengths and challenges and co-create targeted, fit-for-purpose development programs.

Refer to **Attachment 1** for a reference to the overall Wellways organisation structure.

## Responsibilities

Key Deliverables	Key Performance Indicators
Workforce Development	<ul style="list-style-type: none"> <li>● Support P&amp;C workforce strategy initiatives and activities</li> <li>● Support diversity, inclusion and equity programs that foster belonging and enhance the experience of First Nations, LGBTIQ+ and underrepresented employee groups</li> <li>● Represent Wellways in external partnerships with RTOs and other strategic partners, and the People &amp; Culture function in internal initiatives, both focused on building a future ready workforce</li> <li>● Work with the Lived Experience Leadership team and the First Nations Workforce Lead in identifying and supporting appropriate development and career pathways for our Lived Experience and First Nations workforce</li> <li>● Support business development and tender opportunities, ensuring the people and culture aspects of new programs are set up for success from bid through to operational delivery</li> <li>● Provide SME advice and guidance relating to student placements and volunteer engagement</li> </ul>
Leadership Support	<ul style="list-style-type: none"> <li>● Support leaders during key organisation wide activities aligned to engagement, belonging, wellbeing, culture and performance</li> <li>● Provide coaching and mentorship to leaders on culture, team effectiveness and capability building, distinct from line management support.</li> <li>● Contribute to the design of leadership training, resources and toolkits</li> <li>● Facilitate leadership training</li> <li>● Support leaders through change with a focus on change readiness, team culture and building the capability to lead their teams through transition effectively Deliver workshops that focus on team culture, belonging and performance</li> <li>● Lead key activities aligned to Wellways performance framework including objective setting, performance reviews, talent mapping and succession planning</li> </ul>

Employee Experience & Project Management	<ul style="list-style-type: none"> <li>• Support new operational programs and teams during their establishment phase with team building and team culture initiatives</li> <li>• Actively explore opportunities to enhance employee experience and benefits, suited to Wellways' workforce, strengthening our Employee Value Proposition</li> <li>• Support employee engagement activities aligned to recognition, belonging and inclusion</li> <li>• Oversee the delivery and action planning of staff satisfaction surveys</li> <li>• Use available data to understand current employee experience and identify improvement opportunities</li> <li>• Understand employee experience trends as they evolve over time to ensure Wellways maintains a strong employee value proposition</li> <li>• Lead OD projects using a structured project management approach</li> </ul>
Early Careers	<ul style="list-style-type: none"> <li>• Lead Wellways' early career programs including the Peer hub, Peer Cadet and Graduate programs, ensuring a positive and engaging experience for each cohort.</li> <li>• Establish and maintain relationships with RTOs and other training providers delivering qualifications relevant to Wellways roles</li> <li>• Support the Talent team and Wellways leaders with student placement and volunteer experience</li> <li>• Identify, and lead where appropriate, early career workforce development opportunities that align with Wellways strategic goals and values</li> <li>• Establish KPIs for early career programs and ensure regular monitoring and reporting of results</li> </ul>
Leadership and Team Management	<ul style="list-style-type: none"> <li>• Drive a positive team culture where performance and achievements are recognised, and learnings are shared</li> <li>• Lead by example inspiring a high-performing and collaborative team environment</li> <li>• Provide clear direction to team members on the PeerHub, Peer Cadet and Graduate Program regarding team goals, objectives and purpose</li> <li>• Provide coaching and mentoring to team members</li> <li>• Undertake regular supervision and conduct annual performance reviews in line with the Wellways performance management framework</li> <li>• Performance manage team members as needed, and in accordance with Wellways performance management processes and policies Produce Board and Executive level reports as required</li> </ul>
Stakeholder Engagement	<ul style="list-style-type: none"> <li>• Build and maintain positive relationships with key internal and external stakeholders</li> <li>• Ensure effective communication and follow up with all stakeholders</li> <li>• Develop a deep understanding of stakeholder needs and manage these relationships proactively</li> <li>• Drive collaboration across all organisational development and early career initiatives</li> </ul>

<p><b>Qualifications &amp; Essential Requirements</b></p>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in Organisational Development or Human Resource Management and/or equivalent experience in a related field</li> <li>• Current valid Driver’s License and the ability to undertake some travel</li> <li>• Appropriate IT skills</li> <li>• Satisfactory Police Records Check</li> <li>• Satisfactory Working with Children Check (or equivalent)</li> <li>• Right to Work within Australia</li> <li>• NDIS Worker Screening Check</li> <li>• NDIS Worker Orientation Module completion certificate</li> </ul>
<p><b>Technical Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• Strong understanding of workforce pathways that create learning and career opportunities for team members</li> <li>• Strong understanding of workforce planning initiatives that create safe and inviting places of work</li> <li>• Ability to create meaningful resources and toolkits for leaders and teams aligned to organisational development initiatives and activities</li> <li>• Ability to scope, design and deliver projects aligned to organisational development work</li> <li>• Ability to lead, coach, develop and motivate a team of employees to ensure individual and team goals are achieved</li> <li>• Strong understanding of employee engagement initiatives and ability to align them to organisation strategy and goals</li> <li>• Ability to leverage and analyse data to help inform and gauge employee experience</li> <li>• Ability to design and deliver leadership training and team workshops</li> <li>• Ability to work as part of a broader team contributing to Wellways workforce planning and strategic goals</li> <li>• Strong understanding of early career pathways, including cadetships, traineeships, student placements and volunteer experience</li> <li>• Exceptional relationship management skills with the ability to influence a broad range of stakeholders from team member to Executive level</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Prior experience working within the Mental Health industry or community-based organisation</li> </ul>

<b>Skills</b>	<p><b>Communication</b></p> <ul style="list-style-type: none"><li>• Effective communication skills, verbal and written</li></ul> <p><b>Interpersonal</b></p> <ul style="list-style-type: none"><li>• An understanding of and commitment to organisational values</li><li>• Facilitation skills and experience including the ability to provide support and resolve conflict.</li><li>• Strong skills in developing and maintaining relationships with staff and other key stakeholders.</li><li>• Able to see things from others point of view and confirm understanding of that point of view.</li><li>• Able to express personal views in a constructive and diplomatic manner.</li><li>• Able to reflect on how one's own emotions and their impact on others.</li></ul> <p><b>Information Technology</b></p> <ul style="list-style-type: none"><li>• Familiar in Microsoft Office Suite</li></ul> <p><b>Problem Solving &amp; Quality of Thinking</b></p> <ul style="list-style-type: none"><li>• Ability to think outside the square to generate solutions to challenging and complex situations</li><li>• Ability to create frameworks, strategies, resources and plans that are relevant and useful for leaders and teams</li></ul> <p><b>Networking</b></p> <ul style="list-style-type: none"><li>• Ability to create meaningful and sustainable relationships based on trust and respect</li><li>• Ability to create connections with a diverse range of stakeholders, leaders and team members and people</li></ul>
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Additional Information

This position description may be modified from time to time to reflect organisational changes. Any changes will be discussed and agreed with the incumbent.

- Financial Delegation: As per delegation schedule
- People – Number of Directs: 1
- Travel Percentage: As required
- On Call: n/a

Attachment 1

