

POSITION DESCRIPTION

Position Title:	Organisational Development Partner – People & Culture
Reports to:	Organisational Development Manager – People & Culture
Supervising:	N/A
Liaises with:	EMT, Program Managers, Staff, external consultants
Location:	Wintringham Head Office
Classification:	Wintringham Collective Agreement 2024 – Schedule G
Hours:	Part Time (0.8)

About Wintringham

Wintringham provides affordable and high quality housing, support, aged care and NDIS services and accommodation to people over 50 years old, who have previously experienced homelessness or are at risk of becoming homeless.

Wintringham promote a care model of empowerment, where Wintringham staff work in partnership with clients and residents to achieve mutually agreed outcomes.

Wintringham is an advocate for older people, respecting their individuality, whilst working to achieve equality and social justice.

Position Summary

The Organisational Development Partner operates as a trusted internal consultant, partnering with leaders and stakeholders to identify capability needs, strengthen organisational culture, and implement initiatives that enhance employee engagement, embed organisational values, and support successful change outcomes. The role is also responsible for building organisational capability through the design, delivery, and evaluation of strategic learning and development initiatives.

A key focus of the role is identifying capability gaps, developing targeted learning solutions, and aligning development activities with organisational priorities and workforce planning. The position applies expertise in instructional design, organisational development, change management, and adult learning principles to drive workforce effectiveness, cultural alignment, and continuous improvement.

Responsibilities/Duties

- Support organisational development initiatives that strengthen organisational culture, workforce capability, leadership effectiveness and employee performance.
- Develop contemporary learning solutions using evidence based instructional design methodologies, ensuring programs meet the needs of diverse learners and workforce groups.
- Support co-design and develop and implement fit for purpose learning and development programs, including, role specific service delivery training, onboarding frameworks and capability building initiatives.
- Partner with leaders to embed organisational values, behaviours and leadership expectations into everyday practice and team culture.
- Design and deliver employee engagement, culture and retention initiatives, including contributing to engagement surveys, analysis and action planning processes.
- Support organisational change initiatives by building change readiness, developing learning solutions and enabling adoption of new ways of working.
- Evaluate the effectiveness and impact of learning, development and organisational development initiatives through data analysis, participant feedback and outcome measurement, using insights to drive continuous improvement.
- Manage relationships with external training providers, consultants, industry networks and professional bodies to ensure access to contemporary practice, innovation and high-quality learning solutions.

Health & Safety Responsibilities

As a Wintringham employee, you have the following responsibilities under the OHS Act 2004:

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004 (Vic) and the Work Health and Safety Act 2012 (Tas).

Key Selection Criteria

Skills/Experience:

Essential

- Demonstrated experience in organisational development and learning and development, including the design and delivery of initiatives that strengthen organisational capability, culture, leadership effectiveness and employee performance.
- Expertise in instructional design and adult learning principles, with proven ability to develop engaging and effective learning solutions, onboarding programs, leadership development initiatives and role-specific training programs.
- Demonstrated experience with contemporary learning technologies, e-learning development tools and digital learning platforms.
- Strong knowledge of organisational culture, employee engagement and change management practices, with experience supporting leaders and teams through organisational change and workforce transformation initiatives.
- Proven ability to design, facilitate and evaluate learning, capability and culture programs using data, participant feedback and outcome measures to assess effectiveness and drive continuous improvement.
- Sound stakeholder engagement, facilitation and coaching skills, with the ability to build trusted relationships, influence outcomes and work effectively with leaders and employees at all levels of the organisation.
- Strong analytical and problem solving capability, including the ability to interpret workforce, engagement and learning data, identify trends and provide evidence based recommendations to support decision making.
- Demonstrated ability to manage multiple priorities and projects, working collaboratively across teams while maintaining a flexible, responsive and solutions focused approach in a changing environment.
- Commitment to organisational values, continuous improvement and workforce development, with a passion for creating positive employee experiences and fostering a high-performing, inclusive culture.

Qualifications:

Essential

- Relevant tertiary qualifications in Adult Education or Learning and Development

Desirable

- Qualification or certification in Instructional Design or a related field
- Experience within homelessness, housing, aged care, community services, health, or not-for-profit sectors.

Appointment is subject to a satisfactory clearance of all employment screening requirements as per the Employment Screening policy prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.

Wintringham is an equal opportunity employer.

I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.

EMPLOYEE'S NAME _____

SIGNED _____ DATE _____