

# Position Description

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## Organisational Development Specialist

**Location:** Milton & Hybrid

**Reports to:** Organisational Development Manager

**Salary:** Negotiated

**PD date:** August 2026

### About us

Act for Kids is a prominent provider of prevention, professional therapy and support services for children who have suffered abuse and support for families at risk. With over 30 centres nationally, we have supported thousands of children and their families for more than 30 years. In 2024-2025 we provided services to 37,171 people, including over 21,780 children.

Our unique multidisciplinary teams provide integrated therapy, sexual abuse counselling, safe houses in remote Indigenous communities, information, advice and referral services, intensive family support and preschools designed for children with additional development needs to ensure we set them up for success at school.

### About our commitment

- Our vision is that all kids have a safe and happy childhood.
- We are a child safe organisation and all children who come into contact with our services will be provided with a welcoming and safe service.
- We are committed to working with Aboriginal and Torres Strait Islander peoples to design and deliver services that best strengthen our support to their children, families and communities.
- We are dedicated to creating a culture where physical, psychological, and emotional safety is a priority and to actively embed strong health and safety practices in our everyday work.
- We are committed to diversity, equity and inclusion, creating a workplace where everyone belongs and delivering inclusive, culturally safe and affirming services.

### About our values

At Act for Kids our exceptional organisational culture is aligned to our values, which guide how we work and interact. You will be part of a *team* that is *professional, ethical, caring, courageous* and *collaborative* and we expect you to demonstrate these behaviours throughout your career with us.

### About Cultural Humility

Act for Kids is committed to truth-telling and walking alongside Aboriginal and Torres Strait Islander children, families and communities on a journey of healing, self-determination, and hope. We acknowledge our responsibility to lead with respect, authenticity and cultural humility, creating culturally affirming and safe workplaces. We are committed to the recruitment and retention of First Nations team members and provide opportunities for meaningful connection and cultural peer support.

### About the position

Working closely with the broader People and Culture team, this hands-on role will help shape and deliver projects and initiatives across diversity, equity and inclusion, learning and development, culture, capability and organisational effectiveness. The role will enhance the team member experience and strengthen how we support our people and leaders. With a focus on continuous improvement, the role will help create an inclusive and culturally safe workplace where people feel they belong, can thrive and are supported to make a meaningful difference for children, young people and families.

**Key responsibilities**

- Lead and/or contribute to the development and delivery of projects and initiatives across diversity, equity and inclusion, learning and development, capability, culture and organisational effectiveness.
- Lead and/or contribute to People and Culture projects from planning through to delivery and evaluation, working collaboratively with stakeholders to achieve positive outcomes.
- Work alongside leaders and teams to strengthen inclusion, supporting positive change and delivering meaningful projects, initiatives and outcomes through practical, evidence-informed people approaches.
- Lead and support initiatives that strengthen an inclusive and culturally safe workplace, where everyone shares responsibility for creating a sense of belonging and enabling team members to bring their authentic selves to work and deliver meaningful outcomes for children, young people and families.
- Provide advice on emerging workforce and people trends to help rethink and improve how the organisation supports our people, builds inclusive leadership and creates a positive workplace experience.
- Develop project plans, timelines and milestones and monitor progress to ensure initiatives are delivered effectively.
- Use workforce insights, feedback and data to inform decisions, understand what is working and measure the impact of our initiatives.
- Identify opportunities to improve our processes, systems and ways of working to enhance the experience of our teams.

**General responsibilities**

- Work in accordance with all Act for Kids policies, procedures and organisational requirements.
- Demonstrate a strong commitment to child safety, including cultural safety, by prioritising the rights, safety and wellbeing of all children in line with relevant child safe principles, standards and legislation.
- Identify, report and respond to child safeguarding risks in accordance with organisational policies, legal obligations and established risk management practices.
- Comply with work health and safety legislation, policies and procedures, take reasonable care for your own health, safety and wellbeing and that of others, and report hazards, incidents and injuries as soon as practicable.
- Engage actively in regular supervision and the Individual Development Plan (IDP) process, contributing to continuous learning and professional growth.
- Maintain confidentiality and privacy in all matters relating to children, families, team members and organisational information.
- Undertake other duties reasonably requested by your manager, consistent with the responsibilities and seniority of the role.
- Contribute as a client and customer-focused, values-based team member who works collaboratively to achieve positive outcomes across Act for Kids.
- Model Act for Kids' values in all workplace interactions by being *professional, ethical, caring, courageous, collaborative* and *team* oriented.

**About you****Qualifications**

- Tertiary qualification in Human Resources or another relevant discipline.

**Skills and experience**

- At least 5 years' experience in a similar role across diversity, equity and inclusion, learning and development, culture, capability and organisational effectiveness.

- Strong understanding of contemporary diversity, equity and inclusion principles, practices and emerging trends, with the ability to translate these into meaningful organisational outcomes.
- Experience developing and facilitating training in contemporary people and culture practices eg. leader induction, organisational values, mindful communication.
- Experience developing and updating people and culture policies and procedures, through a diversity, equity and inclusion and trauma informed lens.
- Strong organisational and project management skills, with the ability to manage competing priorities, meet deadlines and deliver quality outcomes.
- Demonstrated ability to research and evaluate emerging trends, interpret workforce data and evidence, and develop innovative, practical solutions.
- Good working knowledge and understanding of People and Culture practices, employment legislation and relevant regulatory requirements.
- Excellent communication skills, ability to deal with issues of a confidential and sensitive nature and build credibility across all levels of an organisation.
- Collaborative, values-led team member who is approachable, adaptable and committed to fostering an inclusive and positive workplace culture.
- Experience providing support to a person with lived experience or own lived experience is valued.

**Other requirements**

- Eligibility to hold a valid Working with Children Check (WWCC) and, in Queensland, a Child Safety and Personal History Screening Check (LCS2), unless exempt based on professional qualifications and registration.
- Current driver's licence.
- Applicants must be eligible to legally work in Australia and proof of eligibility will be requested.

**Other information**

Applicants are encouraged to apply even if they do not meet every requirement of the role. When assessing applications, the panel will consider performance and achievements in the context of individual circumstances.

We recognise that career paths are not always linear and that personal circumstances, career interruptions or periods of leave may have influenced work history. This means we will focus on the quality and impact of achievements, alongside experience and qualifications (where required), when assessing suitability for the role.

Act for Kids warmly encourages applications from Aboriginal and/or Torres Strait Islander peoples.