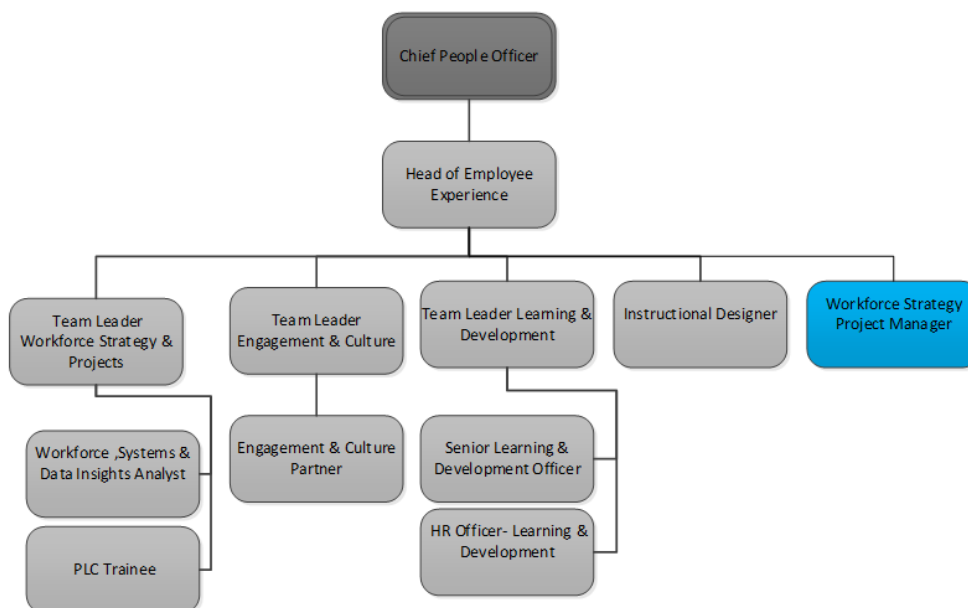


POSITION DESCRIPTION

Position Title	Workforce Strategy Project Manager
Position Number	22212
Division/Directorate	Customer Corporate and Strategy
Branch	People, Learning & Culture
Grade	15
Band and Level	Band 3 / Level 2
Special Requirements	Employment screening including but not limited to: <ul style="list-style-type: none"> ○ qualification check, ○ criminal record check
Physical and Environmental Demands	There is a requirement for physical, sensory, psychosocial and environmental demands. Refer to the TIA for further information.
Reports To	Head of Employee Experience
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	Leading – A successful advocate for our people and places

Reporting Structure



Position Purpose
<p>To lead the delivery of workforce strategy initiatives, programs and transformation projects that strengthen organisational capability, workforce sustainability and future workforce readiness across Council.</p>
Key Result Areas
<p>Inspire Direction – Communicate Goals Priorities and Vision and recognise achievements.</p> <p>Develop Capability in Others – Engage and motivate staff and develop capability and potential in others.</p> <p>Lead Change – Support, promote and champion change, as well as assist others to engage with change.</p> <p>Customer Service – Create a customer centric service environment and reward service excellence.</p> <p>Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.</p> <p>Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.</p> <p>Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.</p> <p>Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.</p> <p>Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.</p>
Key Duties & Responsibilities
<ol style="list-style-type: none"> 1. Lead the delivery of workforce strategy initiatives and management initiatives and transformation projects outlined in Council's Workforce Management Strategy (WMS), ensuring clear scope, timeframes and outcomes achieved. 2. Provide leadership, coordination and support to staff and working groups delivering change management, corporate transformation and continuous improvement initiatives, ensuring alignment with workforce priorities and organisational objectives. 3. Coordinate and manage workforce-related projects end-to-end, including planning, stakeholder engagement, implementation, monitoring and reporting. 4. Work closely with senior leaders and subject matter experts to shape and deliver priority workforce strategy initiatives that strengthen workforce capability, capacity and risk mitigation. 5. Use workforce data, forecasts and analysis to inform project design and prioritisation, ensuring initiatives are evidence based and future focused. 6. Track, monitor and report on project progress, risks and outcomes, including alignment to workforce KPIs and performance measures. 7. Lead or support the implementation of systems, tools or process improvements (including HRIS functionality) that support workforce strategy delivery and organisational capability uplift. 8. Engage external consultants or service providers where required to support workforce projects, in line with procurement requirements. 9. Capture and share project outcomes, lessons learned and improvement opportunities to support continuous improvement in in workforce strategy delivery and organisational transformation initiatives. 10. Participate and lead cross-functional project and working groups to support coordinated delivery of workforce priorities across the organisation.' 11. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous 12. Continuously display Council's corporate core values of Leadership, Innovations, Partnership, Commitment,

Customer Focus and Safety.
WHS Responsibility
Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.
Risk Management Responsibilities
<ol style="list-style-type: none"> 1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace. 2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable. 3. Must be aware of operational and business risks. Particularly: <ul style="list-style-type: none"> ○ understand and adhere to the principles of Risk Management within their job role; ○ assist Managers and Team Leaders in identifying risks and risk treatments in their job role; ○ provide input into various risk management activities; ○ report all emerging risks, issues and incidents to their manager or appropriate officer; and ○ follow Council policies and procedures.
Records and Information Management Responsibilities
All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance. Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.
Essential Criteria
<ol style="list-style-type: none"> 1. Demonstrated experience delivering strategic workforce, organisational development or transformation initiatives within a large or complex organisation. 2. Demonstrated ability to translate strategic priorities into actionable initiatives, project plans and measurable organisational outcomes. 3. Demonstrated ability to use workforce data, analysis or insights to inform planning, prioritisation and decision-making. 4. Proven experience working with senior leaders and diverse stakeholders to shape and deliver agreed initiatives. 5. Demonstrated leadership capability, including providing direction, guidance and support to staff or project teams delivering workforce, transformation or improvement initiatives. 6. Demonstrated change management capability, including stakeholder engagement, communication and supporting adoption of new ways of working. 7. Well-developed communication, influencing and relationship-building skills, with the ability to explain complex issues clearly and practically. 8. Relevant qualifications or equivalent experience in workforce planning, organisational development, human resources, project or change management, or a related field.
Desirable Criteria
<ol style="list-style-type: none"> 1. Sound knowledge of, or experience in, the local government environment. 2. Experience applying contemporary project, change or continuous improvement methodologies, tools and techniques.

Prepared By	Director Customer & Corporate Strategy
Date Prepared	May 2026
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	