

| | |
|--------------------------|-----------------------------------|
| Position Title | Project Lead - Campsie Transition |
| Department | People and Performance |
| Unit | People Transformation |
| Team | |
| Supervises | N/A |
| Reports To | Manager People Transformation |
| Grade | J |
| Date Prepared | 8/07/2025 |
| Date Last Updated | 24/07/2025 |

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

The Project Lead - Campsie Transition will lead one of Council's most significant workforce transitions: the relocation of staff from the Campsie Administration Centre to a temporary workplace and the shift to an agile operating model. This pivotal role will oversee the end-to-end coordination of the relocation project while adopting a people-first approach, ensuring staff are supported through disruption, actively engaged in the transition, and empowered to thrive in new ways of working. Reporting to the Manager of People Transformation and working closely with the Director of Community Services, this role will provide strategic change leadership, delivering expert advice to senior leaders and the Executive Leadership Team throughout a complex, multi-year transition. The role requires navigating sensitive environments and embedding a sustainable, positive workplace culture across the transformation journey.






Accountabilities

- Lead and deliver the Campsie workplace transition project, including relocation and adoption of agile ways of working, ensuring alignment with broader organisational transformation efforts.
- Design and implement a comprehensive, people-focused change strategy tailored to the Community Services department's needs, culture, and operational environment.
- Partner with the Director, ELT and senior managers to guide change leadership, build buy-in, and sustain staff engagement.
- Build and maintain strong relationships at all organisational levels to ensure a connected and positive staff experience.
- Champion agile work practices, supporting leaders and teams to adopt new behaviours and mindsets.
- Guide and coordinate subcommittees and working groups, to ensure clear roles and progress against milestones.
- Collaborate with People & Performance specialists to deliver integrated communication, engagement and learning initiatives.
- Monitor change impacts and project progress, adapt strategies based on staff feedback, risks, and report to senior stakeholders.
- Model Council's values and foster an inclusive, adaptive and purpose-led culture.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Senior Technical/ Professional Specialist

| Capability Group | Capability Name | Level |
|---|-----------------------------------|----------|
|  Personal Character | Lead Self | Advanced |
| | Display Resilience | Adept |
| | Act with Integrity | Advanced |
| | Safety and Accountability | Advanced |
|  Relationships | Communicate and Engage | Adept |
| | Customer and Community Focus | Adept |
| | Work Collaboratively | Advanced |
| | Influence and Negotiate | Adept |
|  Results | Plan and Prioritise | Advanced |
| | Think and Solve Problems | Adept |
| | Innovate and Improve | Advanced |
| | Deliver Results | Advanced |
|  Resources | Finance | Adept |
| | Assets and Tools | Adept |
| | Technology and Information | Adept |
| | Procurement and Contracts | Adept |
|  People Leadership | Manage and Develop People | N/A |
| | Inspire Direction and Purpose | N/A |
| | Optimise Workforce Contribution | N/A |
| | Lead and Manage Change | N/A |

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

| Group & Capability | Level | Behavioural Indicators |
|---------------------------|----------|---|
| Personal Character | | |
| Lead Self | Advanced | <ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve |
| Relationships | | |
| Work Collaboratively | Advanced | <ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds |
| Results | | |
| Deliver Results | Advanced | <ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms |

| | | |
|----------------------------|-------|--|
| | | <ul style="list-style-type: none"> • Uses own professional knowledge and the expertise of others to drive results |
| Resources | | |
| Technology and Information | Adept | <ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and |

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Relevant experience in organisational change, human resources, psychology, or a related field, and/or relevant tertiary qualifications.
- Class C Drivers Licence.

Essential Experience

- Demonstrated experience leading complex, people focused change or transition projects in multi-disciplinary or people and culture environments.
- Proven ability to influence and engage stakeholders at all levels, including senior executives.
- Strong track record delivering workplace transformation or cultural change initiatives.
- Experience managing complex problems, risks, and ambiguity in high-impact projects.
- High-level communication skills, including reporting and stakeholder engagement.
- Skilled in facilitating workshops, working groups, or collaborative planning sessions.
- Proven ability to identify resistance, respond to staff needs, and create a positive and inclusive change journey.

Desirable Qualifications and or Experience

- Experience working in or alongside local government or public sector environments.
- Experience supporting workplace design, precinct activation or service integration programs.
- Previous experience supporting agile workplace transformations.
- Training or facilitation skills related to organisational development and culture change.

| HUMAN RESOURCES USE (SELECT YES OR NO) | YES | NO |
|---|-------------------------------------|-------------------------------------|
| Does this position fall under the definition of child related employment? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Does this position require incumbent to undergo criminal reference check? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Will incumbent need to make disclosure of pecuniary interest? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Could there be a conflict of interest with secondary employment? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |