

Position Title	Organisational Culture Specialist
Department	People and Performance
Unit	People Transformation
Team	Culture & Change
Supervises	Nil
Reports To	Coordinator Culture & Change
Grade	H
Date Prepared	21/08/2025
Date Last Updated	21/08/2025

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

This Organisational Culture Specialist is dedicated to enabling leaders and teams to build and sustain our ideal workplace culture. Through strategic people initiatives, programs, and experiences, you'll help embed Council's Purpose of "Together we create a great city we love" and our Ambition "Our Community Loves Their Community."






As a key driver of cultural transformation, you'll lead and deliver impactful initiatives across leadership, culture, and organisation wide change. This is a people focused role where your work will directly influence how our values come to life across Canterbury-Bankstown Council.

Accountabilities

- Partner with stakeholders to identify, develop, and implement strategies and programs that enhance organisational performance and optimise people and culture outcomes.
- Lead the design and delivery of organisation wide initiatives, including culture and engagement programs, staff events, and leadership forums.
- Develop and implement key deliverables and projects aligned with Council's People (Workforce) Strategy and the Unit's strategic plan.
- Provide coaching and best practice guidance to stakeholders on change management and cultural transformation.
- Lead organisational wide culture survey initiatives and the reward and recognition program.
- Undertake special projects or additional duties as required, aligned with the employee's skills, capabilities, and training.

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 and other development opportunities • 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		
Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports

		<ul style="list-style-type: none"> • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
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 knowledge management requirements

* 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

- Tertiary qualifications in Organisational Development, Corporate Culture, Human Resources, Employee Engagement, People & Culture or other related discipline and/or relevant experience
- C Class Drivers Licence.

Essential Experience

- Ability to work at all levels of the organisation.
- Strong relationship building, communication and influencing skills.
- Proven track record in managing large organisational wide projects, implementing improvement initiatives, leadership programs or change management programs.
- Strong experience in facilitating various workshops to a wide range of stakeholders.
- Demonstrates accountability and drives accountability with team members.
- Ability to work alongside a range of other strategic disciplines.
- Proven ability to work both independently and collaboratively in a fast-paced environment and ensure timely delivery of outcomes with quality.
- Strong project management skills and ability to deliver multiple initiatives simultaneously
- Demonstrated experience in organisational development, employee engagement, change management, or HR.

Desirable Qualifications and or Experience

- Diploma qualification or higher in Business, Change Management, Psychology, Human Resource Management or related discipline
- Ability to perform research from various sources, to make sense of best practice thinking relating to cultural change and future of work
- Public Sector Experience

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"/>