



WHITEHORSE CITY COUNCIL

Position description

Position title: Senior Culture Transformation Specialist	
Classification: Band 8	Effective Date: April 2026
Reports to: Manager People & Culture	Tenure: Temporary – 6 Months

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



WHITEHORSE CITY COUNCIL

Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The role is responsible for coordinating the organisation-wide program to define, embed and implement the organisation's future culture state. Working under the direction of the Executive Culture Steering Committee, the role coordinates the planning and delivery of the culture transformation roadmap, ensuring alignment between leadership capability, organisational systems and programs and workforce practices. The position plays a central execution role in connecting senior leaders to translate strategic direction into practical initiatives that strengthen organisational culture, leadership capability and staff engagement across the organisation.

Key Responsibilities

Position Specific Responsibilities

- Coordinate the organisation-wide program to progress the agreed future culture state, translating the vision into a structured and practical program of work across the organisation.
- Coordinate a consistent organisational approach to culture change, ensuring alignment between leadership behaviours, organisational systems, policies and workforce practices.
- Coordinate and project manage the implementation of the culture transformation program, including planning, delivery, monitoring and evaluation of initiatives across the organisation.
- With support of external expertise, undertake and coordinate a comprehensive current state culture assessment, drawing on organisational data, staff feedback, and diagnostic tools to identify cultural strengths, gaps and priority areas.
- In collaboration with the Executive Culture Steering Committee, support the definition and socialisation of the future culture state, ensuring alignment between executive expectations, organisational values and practical workplace behaviours.
- Play a key execution role in interfacing between the Executive Culture Steering Committee and external consultants, coordinating inputs, managing deliverables and supporting the rollout of the agreed culture roadmap.
- Provide coordination and program support to the Executive Culture Steering Committee, including preparation of materials, progress reporting, and translating strategic direction into operational actions.
- Work closely with the Senior Leadership Team to coordinate targeted culture initiatives and local interventions that support organisational change and reinforce desired behaviours.
- Coordinate large-scale staff engagement activities to support the culture program, including workshops, forums, feedback mechanisms and communication initiatives to build awareness and participation.

- Oversee the collection, analysis and interpretation of organisational culture data and diagnostics, ensuring insights inform decision-making and the prioritisation of actions.
- Coordinate the delivery of agreed culture initiatives across the organisation, ensuring activities remain aligned to the endorsed roadmap, timelines and organisational priorities.

Self-Leadership

- Apply sound judgement and initiative when responding to challenges, demonstrating accountability for decisions and outcomes.
- Effectively manage time, energy and priorities to maintain performance in a dynamic environment with competing demands.
- Actively seek, reflect on and respond to feedback, demonstrating adaptability and a commitment to continuous improvement.
- Demonstrate self-awareness by recognising strengths, limitations and areas for development, and adjusting behaviour accordingly.
- Proactively pursue learning and development opportunities to enhance capability and professional growth.
- Maintain resilience and composure when working under pressure or navigating ambiguity.
- Demonstrate a values-driven approach, consistently modelling integrity, equity, fairness and transparency in all interactions and decisions.

Corporate Responsibilities

General Staff – no supervisory responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: The position is responsible for monitoring and coordinating allocated program budgets associated with culture initiatives, ensuring effective and efficient use of resources.

Staff responsibility: Nil

Judgement and Decision Making

- The position is accountable for coordinating the delivery of the organisation-wide culture transformation program in alignment with the endorsed roadmap.
- The position has the authority to make operational decisions relating to program coordination, scheduling, prioritisation and delivery of culture initiatives.
- The position will make decisions on the coordination of activities, engagement approaches and implementation methods, within established frameworks and strategic direction.
- The position provides advice and recommendations to senior leaders based on data, insights and program progress.
- The position exercises judgement in managing competing priorities, stakeholder expectations and program risks.

Specialist Knowledge and Skills

Licences and Experience:

- Demonstrated experience in coordinating large-scale organisational development, culture transformation or change programs.
- Experience in project management, including planning, delivery, monitoring and evaluation of initiatives.
- Knowledge of organisational culture, change management frameworks and leadership development practices.
- Experience working with senior leaders and facilitating organisation-wide initiatives.
- Strong analytical capability, including the ability to interpret organisational data and translate insights into practical actions.

Technology:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience using project management and collaboration tools.
- Experience working with survey platforms and data analysis tools (desirable).

Qualifications

Qualifications/ Certificates:

- Tertiary qualification in Human Resources, Organisational Development, Business, Psychology or a related discipline, desirable but not essential.
- Demonstrated experience supporting organisation-wide culture transformation initiatives, including values, engagement, leadership capability and organisational development within a large, complex organisation.

- Proven capability in coordinating and delivering enterprise-level organisational development programs and initiatives that align to strategic objectives and support organisational change and performance improvement.
- Strong experience working with Executive and Senior Leaders to support behaviour change, leadership capability uplift and the embedding of desired organisational culture, using data and evidence-informed approaches.
- Experience coordinating complex, multi-stream programs and working with external providers, with an understanding of public sector or local government governance and accountability frameworks desirable.

Interpersonal Skills

- Highly developed communication skills, with the ability to engage, influence and build relationships across all levels of the organisation.
- Ability to facilitate group discussions, workshops and engagement activities.
- Strong stakeholder management skills, including working with senior leaders and external consultants.
- Ability to manage sensitive conversations and navigate complex organisational dynamics.

Key Relationships:

- The position will liaise with the Executive Culture Steering Committee.
- The position will liaise with the Senior Leadership Team and people leaders across the organisation.
- The position is required to maintain professional relationships with external consultants and service providers.
- The position will work closely with People and Culture and other internal business units.

Management Skills

- Demonstrated ability to coordinate complex programs with multiple workstreams and stakeholders.
- Strong organisational and time management skills, including the ability to manage competing priorities and deadlines.
- Ability to influence without direct authority and drive outcomes across the organisation.
- Capability to plan, monitor and report on program progress and outcomes.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.

- Working with Children Check.
- A valid Victorian driver's licence.

Key Selection Criteria

1. Demonstrated experience coordinating organisation-wide culture, change or organisational development programs.
2. Strong project management skills, including the ability to plan, implement and evaluate initiatives.
3. Proven ability to work effectively with senior leaders and influence outcomes across an organisation.
4. Strong analytical and problem-solving skills, including the ability to interpret data and inform decision-making.
5. Excellent communication and stakeholder engagement skills, including facilitation and consultation.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Sometimes	
Hand/Arm Movement Tasks involve use of hand/arms	Keyboard, writing, carrying office supplies	Often	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Never/rarely	
Standing Tasks involve standing in an upright position	May work at sit/stand desk, make presentations	Sometimes/often	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Never/rarely	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects		Sometimes/often	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Office equipment. Not heavy	Sometimes	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Never/rarely	
Keyboard Duties Tasks involve sitting at workstation and using computer.	A large portion of the work will involve using a computer sitting at a work station.	Often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence		Often	

Any other relevant comments: