

DESIGN SPECIALIST

BRANCH/UNIT	Corporate Services		
TEAM	Portfolio Modernisation Office / Organisation Design Program		
LOCATION	Sydney		
CLASSIFICATION/GRADE/BAND	TAFE Worker 9		
POSITION NO.	TBA		
ANZSCO CODE	132311	PCAT CODE	TBA
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Design Specialist is responsible for supporting organisation design projects the position will work with the Lead Organisation Designers and Manager Organisation Design to develop fit for purpose organisation designs aligned to strategy and service delivery models.

3. KEY ACCOUNTABILITIES

1. Coordinate Organisation Design (OD) workshops to ensure organisational structures and jobs are designed to support the future direction and sustainability of TAFE NSW.
2. Work with the design team and business stakeholders to implement the organisation design framework and process.
3. Manage the quality control of documentation and process to ensure appropriate version control is in place.
4. Administer the consultation feedback governance process to ensure employee feedback is assessed appropriately and incorporated into the future state designs.
5. By example, lead the development of a safe, healthy and inclusive work environment, including implementation and review of appropriate strategies and measures.
6. Place the customer at the centre of all decision making.
7. Collaborate with staff to ensure the development and regular review of meaningful individual performance management and development plans that are clearly aligned to strategic objectives and focused to develop the individual.

4. KEY CHALLENGES

- Balancing competing priorities of varying initiatives within the program and maintaining scope and results focus within a business environment undergoing other significant transformation initiatives.
- Delivering observations and guidance in a complex environment in order to deliver crucial program information.
- Establishing relationships with stakeholders (including liaison with geographically dispersed stakeholders) to develop trust and ensure reliable and accurate information.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Manager Organisation Design	<ul style="list-style-type: none"> • Receive guidance and provide regular updates. • Provide high level advice on overall portfolio status, risks and issues. • Escalate issues, keep informed.
Work team	<ul style="list-style-type: none"> • Support team, work collaboratively to contribute to achieving organisation's business goals. • Participate in meetings to obtain the work group perspective and share information.
SME's and knowledge holders	<ul style="list-style-type: none"> • To drive business engagement, collaboration and ownership.

6. POSITION DIMENSIONS

Reporting Line: Manager Organisation Design

Direct Reports: 0

Indirect Reports: 0

Financial delegation: 0

Budget/Expenditure: 0

Decision Making:

- Makes decisions on complex and sensitive issues through the detailed analysis of alternative courses of action and their implications on achieving organisational objectives and strategies.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.





7. ESSENTIAL REQUIREMENTS

1. Degree qualification in related field or equivalent significant experience.
2. Extensive business experience including proven experience in a corporate environment
3. Experience in supporting business strategy and transformation
4. Ability to address and meet focus capabilities as stated in the Position Description.

8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities. Capability levels are as follows and reflect a progressive increase in complexity and skill: Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	Display Resilience & Courage	Adept
	Act with Integrity	Adept
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan And Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept

FOCUS CAPABILITIES

The focus capabilities for the Design Specialist are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the position's key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change. Give frank and honest feedback/advice. Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively. Raise and work through challenging issues and seek alternatives. Keep control of own emotions and stay calm under pressure and in challenging situations.
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> Present with credibility, engage varied audiences and test levels of understanding. Translate technical and complex information concisely for diverse audiences. Create opportunities for others to contribute to discussion and debate. Actively listen and encourage others to contribute inputs. Adjust style and approach to optimise outcomes. Write fluently and persuasively in a range of styles and formats.
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work. Initiate, prioritise, consult on and develop team/unit goals, strategies and plans. Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses. Ensure current work plans and activities support and are consistent with organisational change initiatives. Evaluate achievements and adjust future plans accordingly.
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues. Work through issues, weigh up alternatives and identify the most effective solutions. Take account of the wider business context when considering options to resolve issues. Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements. Implement systems and processes that underpin high quality research and analysis.
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> Prepare clear project proposals and define scope and goals in measurable terms. Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Prepare accurate estimates of costs and resources required for more complex projects.• Communicate the project strategy and its expected benefits to others.• Monitor the completion of project milestones against goals and initiate amendments where necessary.• Evaluate progress and identify improvements to inform future projects.