

POSITION DESCRIPTION



POSITION TITLE	Capability and Development Lead
REPORTING TO	General Manager, People and Culture
DEPARTMENT	Organisation Capability & People
CLASSIFICATION	Common Law

THE ROLE

The Capability and Development Lead supports team members and leaders with operational activities that builds capability and our learning culture. This role implements impactful and transformative People and Culture initiatives with focus on development, ways of working and culture. Through collaboration, subject-matter expertise, and strategic implementation, the lead will contribute to the growth, adaptability, and overall effectiveness of the workforce.

KEY RESPONSIBILITIES

Duties

Capability Development

- Lead and champion workforce improvement initiatives that enhance team member engagement, build capability, and drive cultural and performance growth.
- Conduct training needs analyses to identify capability gaps and design targeted organisational and leadership development programs.
- Develop and implement effective capability building and development initiatives that align with strategic objectives.
- Design, facilitate, and deliver engaging workshops, training programs, and development activities.
- Establish and maintain an integrated system for tracking, measuring, and reporting on training and development outcomes.
- Provide expert coaching and advice to leaders and team members on organisational development strategies and practices.

Frameworks

- Develop and implement consultation, decision making and change management practice frameworks, equipping leaders to manage change effectively.
- Develop tools, resources, and guidance to support embedding organisation capability and development frameworks in day-to-day practice
- Facilitate workshops to educate leaders on how to use and apply frameworks in meaningful ways across the employee lifecycle.
- Monitor the effectiveness of capability frameworks through data, feedback, and workforce outcomes, driving continuous improvement.

Project Management

- Develop and coordinate project plans and tools to deliver timely, high quality and fit for purpose outcomes.

Current at June 2025

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- Lead and facilitate end to end organisation development projects and initiatives
- Collaborate with internal stakeholders, including leaders, subject matter experts, and the People and Culture team to co-design and deliver impactful capability and development initiatives.

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Tertiary qualifications in Human Resources, Organisational Development, Psychology, Business, or related field
- Experience in implementing capability development strategies and frameworks
- Experience in managing projects and delivering end-to-end capability initiatives
- Experience using LMS platforms and digital learning tools
- Strong instructional design and facilitation skills
- Ability to analyse data and provide insights to inform decision-making
- Ability to build strong relationships at all levels based on trust and collaboration
- Concise and tailored communication and strong interpersonal skills
- Adapts well to and can lead, drive, and advocate change in an organisation
- Demonstrated passion for Women's Rights, social change and contributing to an organisation that advocates for equality through influencing and pushing boundaries
- Valid state-based working with children or working with vulnerable people check
- Experience working within a Not-for-Profit environment (highly desirable)

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