*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please address the criteria listed below to outline your experience and suitability for the position you are applying for, and attach this with your application along with your Resume and Cover Letter.*

* High level knowledge of adult learning principles and organisational learning and development strategies that build workforce capacity and a culture of learning.
* Experience in managing the learning program lifecycle including needs analysis, planning, design, promotion, delivery and evaluation of professional development activities.
* High level presentation skills with experience in developing and facilitating workshops, training sessions, coaching and group work.
* Excellent interpersonal skills to develop and manage relationships with key internal and external stakeholders.
* Experience in providing internal consultation advising on effective learning solutions to meet strategic program and team needs.
* Experience in the use of Learning Management Systems and the development of online and blended courseware.
* Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.
* Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.