

	<b>Position Title:</b> Learning & Development Consultant		<b>Team:</b> People & Culture		<b>Region:</b> Central
	<b>Supervisor:</b> Senior Manager Training & Development	<b>Delegations and Authorities:</b> In Line with Delegations Policy		<b>Band:</b> D	<b>Date Completed:</b> January 2019

## ORGANISATIONAL INFORMATION

OUR VISION AND PURPOSE		ROLE CONTEXT
<p><b>We believe children, young people and families should be safe, thriving and hopeful.</b></p> <p><b>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</b></p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p><b>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</b></p>		<p>Berry Street values its staff and carers as the most important resource in the provision of quality service delivery. The diverse, complex, and challenging nature of this service delivery, together with emerging practice requirements requires continuous attention to the support and learning and development needs of our staff.</p> <p>Working within the Learning &amp; Development team, this position will contribute in further developing Berry Street's commitment as a learning organisation. Working alongside the Senior Manager Learning &amp; Development, this role will enhance Berry Street's learning culture and our capacity to achieve the learning and development goals within our 2019-2022 Strategic Plan.</p>
OUR VALUES		PRIMARY OBJECTIVES OF THE ROLE
<p><b>Berry Street expects all staff to apply these Values in all aspects of their work.</b></p> <p><b>Courage:</b> to never give up, maintain hope and advocate for a 'fair go'</p> <p><b>Integrity:</b> to be true to our word</p> <p><b>Respect:</b> to acknowledge each person's culture, traditions, identity, rights, needs and aspirations</p> <p><b>Accountability:</b> to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p><b>Working Together:</b> to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>		<p>The primary objectives of the role are:</p> <ul style="list-style-type: none"> <li>To contribute to the design, development and implementation of learning programs that support Berry Street's new Strategic Plan and create a positive learning culture.</li> <li>Coordinate the development and ongoing maintenance of our internal training calendar.</li> <li>Provide consultation across programs to advise on effective learning solutions that meet individual, team and organisational development needs.</li> </ul>
		REPORTING RELATIONSHIPS
		<p>The Learning &amp; Development team is part of the broader People &amp; Culture team which includes Human Resources, Recruitment and Payroll.</p> <p>This role is based at our Richmond Office. It is part of the broader People &amp; Culture team.</p> <p>This role reports to the Senior Manager Learning &amp; Development who will provide supervision and review. This role has no direct reports.</p>

EXPECTATIONS	
<ul style="list-style-type: none"> <li>• Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement and occupational health and safety.</li> <li>• Berry Street is committed to the principles of social justice. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion.</li> <li>• Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.</li> <li>• Berry Street is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity.</li> </ul>	
KEY SELECTION CRITERIA	
<ul style="list-style-type: none"> <li>• High level knowledge of adult learning principles and organisational learning and development strategies that build workforce capacity and a culture of learning.</li> <li>• Experience in managing the learning program lifecycle including needs analysis, planning, design, promotion, delivery and evaluation of professional development activities.</li> <li>• High level presentation skills with experience in developing and facilitating workshops, training sessions, coaching and group work.</li> <li>• Excellent interpersonal skills to develop and manage relationships with key internal and external stakeholders.</li> <li>• Experience in providing internal consultation advising on effective learning solutions to meet strategic program and team needs.</li> <li>• Experience in the use of Learning Management Systems and the development of online and blended courseware.</li> <li>• Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.</li> <li>• Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety</li> </ul>	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> <li>• At least 5 years experience within a Learning &amp; Development role</li> <li>• Tertiary qualification in adult learning or related field</li> <li>• Certificate IV in Training &amp; Assessment (TAE)</li> <li>• Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in use of specialised elearning software e.g. Captivate, Articulate</li> <li>• Project Management qualification or experience</li> <li>• Experience in the child and family welfare, education and/or therapeutic service systems</li> </ul>

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITY
<b>Training Calendar Development</b>	<ul style="list-style-type: none"> <li>• Work with the Senior Manager Learning &amp; Development &amp; the Training Compliance &amp; Administration Team to develop and maintain the Berry Street internal training calendar.</li> <li>• To consult broadly with key stakeholders across the organisation to identify the professional development requirements of staff for inclusion on the internal training calendar.</li> <li>• To undertake regular training needs analyses.</li> <li>• To evaluate and review the internal training calendar ensuring a high standard of delivery, continuous improvement and that offerings are responsive to the changing needs of staff, clients and other stakeholders.</li> <li>• To source and implement new training in key practice areas. This will include direct delivery of some training, the use of external accredited trainers where appropriate as well as maximising the use of other Berry Street staff with subject matter expertise.</li> <li>• Liaise with and regularly review internal and external training providers to ensure continuing relevance and a high standard of learning programs.</li> </ul>
<b>Internal Consultancy</b>	<ul style="list-style-type: none"> <li>• Provide regular consultation and support to programs across the organisation to assist in identifying the most appropriate professional development requirements of teams.</li> <li>• Provide coaching and support to internal subject matter experts developing and delivering training to ensure quality learning outcomes and to build internal training capacity.</li> </ul>
<b>Delivery and development of learning programs</b>	<ul style="list-style-type: none"> <li>• Work with external and internal stakeholders to coordinate the development of learning programs ensuring high quality and appropriate content and delivery.</li> <li>• Create and edit learning programs, as required.</li> <li>• Facilitate training sessions, as required.</li> <li>• To work with the Senior Manager Learning &amp; Development and broader Human Resources team to develop and enhance existing orientation and induction programs.</li> <li>• To work with the Senior Manager Learning &amp; Development, Human Resources, Practice Development and Quality teams to identify the training needs emerging from new practice developments, legislative and compliance changes, and develop appropriate mechanisms for addressing these needs.</li> <li>• To support the Central RTO team to develop and deliver qualifications and accredited courses to internal staff, including the internal promotion and registration of staff for these courses.</li> </ul>
<b>Other Staff Development Activity</b>	<ul style="list-style-type: none"> <li>• To work with the Senior Manager Learning &amp; Development and programs to implement individual learning plans</li> </ul>

	<p>across the organisation.</p> <ul style="list-style-type: none"> <li>• To coordinate Berry Street's study leave and fees award program and provide support and consultation to staff interested in further higher education</li> <li>• To coordinate the Student Placement Unit, including liaison with tertiary institutions and Berry Street student supervisors to ensure the provision of quality field placement experiences across Berry Street.</li> </ul>
<b>LMS and Online Learning</b>	<ul style="list-style-type: none"> <li>• Work with the Senior Manager Learning &amp; Development to identify opportunities for the development of new online learning courseware.</li> <li>• Work with internal and external stakeholders to oversee the development of online learning modules ensuring appropriate content and instructional design.</li> <li>• Create and edit online learning courseware, as required.</li> <li>• To explore opportunities for strategically maximising our use of online and blended learning</li> </ul>
<b>Administration &amp; Reporting</b>	<ul style="list-style-type: none"> <li>• To work with the Training Compliance &amp; Administration Team to ensure that training sessions are promoted and well attended by appropriate staff.</li> <li>• Attend meetings and write reports, as required.</li> <li>• Be actively involved in annual planning processes for the Learning &amp; Development team.</li> <li>• Assist in the management of the Learning &amp; Development budget by monitoring expenditure.</li> <li>• Conduct oneself in accordance with Berry Street values and policies and procedures.</li> <li>• Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.</li> <li>• Other duties, as directed.</li> </ul>



## CONDITIONS OF EMPLOYMENT

1. This position may be required to work additional hours as necessary, and extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. You will initially be employed at our Central office in Richmond. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the Berry Street Victoria Enterprise Agreement, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The base salary for this position is commensurate with experience. The value of the salary can be increased through salary packaging.
5. This position includes an all-inclusive annual motor vehicle allowance of \$10,500 and no other claims for motor vehicle costs can be made to Berry Street. It is expected that the employee's personal vehicle fulfils all work related purposes and, as a result, no work related travel costs or access to pool cars will be provided. Please refer to the Motor Vehicle Policy for further information.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

## INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities	Daily
	Work in a team environment	Daily
	Work in different geographic locations	Regular
	Be exposed to all outdoor weather conditions	Occasional
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office	Daily
	Work in buildings which may be two-storey	Daily
	Sit at a computer or in meetings for extended periods	Daily
Manual Handling	Undertake manual handling (e.g.: lifting, pulling, pushing, moving, transferring, twisting, supporting) of equipment, which would be of varying weight and size	Occasional
People Contact	Liaise with government, non-government and community organisations	Regular
Administrative Tasks	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police	Occasional
	Undertake administrative tasks which may include the following: computer work, filing, developing project plans, writing reports and submissions, participating in meetings, concentrating for long periods of time, managing resources and budgets, researching and analysing information & data.	Daily
Other	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos and electronic whiteboards.	Daily
	Drive vehicles possibly over long distances and in all traffic and weather conditions	Regular