



## POSITION DESCRIPTION

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<b>Position Title:</b>	Learning and Development Manager
<b>Reports To:</b>	General Manager – People, Culture and Engagement
<b>Direct Reports:</b>	Learning and Development Officer
<b>Liaises With:</b>	Executive Team, Manager – People and Culture (P&C), P&C Business Partners, General Managers, Program/Site Managers and other staff as required.
<b>Location:</b>	Head Office, 136 Mt Alexander Rd, Flemington 3031
<b>Classification:</b>	Wintringham EBA
<b>Hours:</b>	Full Time

### About Wintringham

Wintringham provides affordable and high quality housing, support, aged care services and accommodation to people over 50 years old, who have previously experienced homelessness or are at risk of becoming homeless.

Wintringham promote a care model of empowerment, where Wintringham staff work in partnership with clients and residents to achieve mutually agreed outcomes.

Wintringham is an advocate for elderly people, respecting their individuality, whilst working to achieve equality and social justice.

### About the role

Wintringham is undertaking a HR transformation and the newly named People and Culture (P&C) team will provide key operational and strategic human resources change management assistance and support. As the Learning and Development Manager you will have the opportunity to help support our transformation program by identifying new opportunities for learning and development at Wintringham. In addition you will provide input to existing programs, policies, frameworks and compliance requirements, assess the organisation's development needs, develop, implement and assess new programs, internally and externally, to foster productivity, a caring culture and engagement at Wintringham.





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The Learning and Development Manager will assess, develop, implement and evaluate support programs for people capability, coaching and mentoring, professional and leadership development, succession planning, performance development, and workforce capability learning solutions. Wintringham has compliance and accreditation training requirements for Aged Care Quality Standards, NDIS Practice Standards, Human Services Standards and National Standards for Disability Services. This includes e-learning, virtual, face to face, on the job learning activities and tailored training programs.

### Responsibilities/Duties

- Effectively lead and manage Wintringham's end to end learning and development program from orientation, induction to e-learning, virtual, face to face, on the job learning activities and tailored training programs, compulsory and non-compulsory training and development.
- Undertake an assessment, design, delivery and evaluation approach to all new and existing learning and development programs.
- Undertake a skills evaluation in consultation with the General Manager, People, Culture and Engagement to understand, develop and deliver a tailored approach to areas of training need.
- Effectively manage, coach and support direct report(s), through the P&C transformation project / change management process.
- Work with the General Manager, People Culture and Engagement to ensure the effective implementation of training and development that provides an optimal working environment and promotes a culture of excellence, performance and continuous improvement.
- Lead, design and/or deliver innovative broad and bespoke training programs (including guides and resources) to fundamentally assist in the organisation's success, through coaching and developing its people.
- Coordinate consultation, engagement and cooperation of stakeholders.
- Contribute to People & Culture meetings, reports, projects, committees, reviews and continuous improvement activities.
- Coordinate the preparation of key L&D reporting including regular reporting of L&D data on compliance and accreditation training completion rates for compulsory and non-compulsory training.
- Provide guidance and input into the preparation of key learning and development performance indicators for staff.
- Practise open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.
- Pursue ongoing development in order to enhance knowledge of emerging themes and trends in contemporary learning practices to broaden understanding of own responsibilities.





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### Health & Safety Responsibilities

As a Wintringham employee, you have the following responsibilities under the OHS Act (VIC) 2004 and WHS Act (TAS) 2012:

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries

Cooperate with the employer to meet OHS/WHS Acts above.

### Key Selection Criteria

#### Essential

- Minimum degree level qualification in Human Resource Management, Education, Training and Assessment or related field.
- Previous experience in a similar role including the assessment, design, delivery and evaluation of initiatives and training programs.
- Demonstrated ability to motivate, influence and lead others.
- Commitment to practices consistent with Wintringham's philosophy, values and mission.
- Demonstrated ability to work collaboratively and pragmatically with a diverse range of people, from varying backgrounds.
- Excellent interpersonal, verbal and written communication skills, including report writing.
- Well-developed IT skills - Microsoft suite of products (Outlook, Word, Excel, PowerPoint, Teams, SharePoint).
- A current Victorian driving licence.

#### Desirable

- An understanding of the Aged Care Accreditation Standards, Housing and Homelessness Service sector, My Aged Care, NDIS and other relevant service systems.
- Working knowledge of Pay Global Payroll System.





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*Appointment is subject to a satisfactory clearance of all employment screening requirements as per the Employment Screening policy prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.*

**Wintringham is an equal opportunity employer.**

**I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.**

EMPLOYEE'S NAME \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

