



INNER WEST COUNCIL

POSITION DESCRIPTION

Position Title	Learning & Development Coordinator	
Division	General Manager's Division	
Group	Human Resources	
Responsible to	Talent Management Manager	
Position Supervises	Direct: 0 Indirect: 0	
Position No.	IW0482	
Status	Temporary Full-Time	
Hours	Based on a 35 hour week	
Salary Pt	52 to 63	
Salary	\$87,119 to \$100,254 p.a.	Band/Level: Band 3 level 2
Motor Vehicle	N/A	
Pre-employment checks Legislative requirements	┐ Police Check	
Date reviewed: August 2018		Reviewed by: Group Manager Human Resources

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

The Learning and Development Coordinator reports to the Talent Management Manager. The Talent Management team focus on people activities and programs to support and facilitate organisational strategies and drive change. This includes talent acquisition, branding, induction and on-boarding, retention, development programs, workforce planning and succession planning and HR analytics.

The Learning and Development Coordinator is a stand-alone development capability role responsible for co-ordinating and implementing corporate mandatory development programs, delivering business and systems training and design and development of e-learning programs to increase employee capability. The Learning and Development Coordinator provides advice on the most appropriate providers and development method, provides instructional design of e-learning programs and coordinates a suite of development options that address employee learning and employee capability advancement for Council.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Relevant tertiary qualifications in instructional design, learning and development, organisational development or related discipline and significant relevant experience in development and instructional design in a diverse organisation
2. Proven ability to source, design, develop and implement development programs and evaluation and reporting on effectiveness.
3. Demonstrated significant experience in the design and delivery and evaluation of corporate, IT systems, and business development programs including development of e-learning programs.
4. Demonstrated experienced providing professional advice and key input into organisational strategy for employee development goals to senior managers including providing recommendations on how to maximise the benefits of types of instructional design.
5. Current Class C (minimum) NSW Driver's Licence

Desirable Criteria:

1. Understanding of or experience with the Australian Business Excellence framework or experience in development and execution of improvement initiatives or continuous improvement

Skills and Knowledge:

- Demonstrated ability to manage concurrent projects with competing deadlines
- Highly developed computer application skills in utilising electronic systems
- Outstanding communication skills
- Positive, confident and respectful behavioural characteristics
- Resilience, and adaptability to change and demonstrated ability as a change agent

- Behaviour that positively demonstrates Council's values of: respect, integrity, teamwork, excellence and responsibility
- Demonstrated commitment to customer service, continuous learning, EEO, Work Health and Safety and ethical principles

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Technical Expertise and Advice

- Working with the Talent Management Manager on organisational development priorities, timely facilitation of all corporate, business and systems programs considering appropriate delivery methods, client needs, organisational priorities, and legislative requirements
- Source, manage and/or deliver the development portfolio including instructional design, provider contract management, implementation and/or delivery including blended learning; face-to-face and e-learning sessions. Review and evaluate all development programs including e-learning, corporate, technical systems and business programs and deliver corporate systems programs in a timely manner.
- Create relevant development schedules, ensuring that all scheduling is done accurately and efficiently
- Build networks, and establish strategic links with internal divisions, external agencies, and / or groups relevant to the development of employees at all levels within Council.
- Maintain a current working knowledge of relevant industry developments, legislation and practice

Financial Management

- Proactively assist the Talent Management Manager to monitor the team's financial performance and make necessary adjustments to ensure compliance with the Group's financial targets
- Identify financial deviations from development program contracts and notify the Talent Management Manager as soon as practicable

Contract Management

- Understanding and experience in the use of Contract Management principles
- Work practices and/ or contract delivery are regularly monitored by routine reporting
- Agreed performance reporting of progress against contract deliverables and appropriate action taken for non-conformance
- Opportunities for improvement are identified, documented, recommended for action and prioritised to ensure responsible and efficient usage of resources.
- Effectiveness and benefits of contracting process and related service delivery are analysed

Facility Management

- Working together with Council support teams, oversee the facilities management of HR training rooms ensuring that all facilities and equipment meet WHS requirements, are clean, and in good working condition
- Organise and oversee programmed and reactive maintenance

Self-Leadership

- Actively participate in discussion and work towards identified goals and strategies for Talent Management Team, with the Talent Management Manager, in accordance with the organisation's goals, plans and objectives and relevant legislation
- Monitor work outputs against agreed work requirements and performance expectations
- Refer issues that cannot be rectified or addressed within the team to appropriate personnel in accordance with organisational policies and procedures

Policies and Procedures

- Develop and implement procedures and operational management standards to enhance the effective and efficient management of the development portfolio and provide support research and advice on related projects
- Interface with internal customers to ensure coordination of the development of policies, processes and implementation of new initiatives

Network and Personal Development

- Build networks, and establish strategic links with internal divisions, external agencies and/or groups relevant to the role
- Identify and utilise opportunities to share resources and expertise with stakeholders
- Maintain a current working knowledge of relevant industry developments, legislation and practice
- Cultivate and maintain industry links by means of journals, workshops, seminars and conferences as agreed with senior management
- Participate in training and other professional development
- Maintain effective probity and anti- corruption measures in dealing with contracts

WHS and Legislation

- Maintain a clean and safe work environment while complying with safety policies and procedures
- Comply with statutory and regulatory requirements and standards
- Exercise Work, Health and Safety responsibility, accountability and authority as outlined in WH&S procedures

Business Excellence

- Take personal responsibility for behaving in accordance with the organisations' values and directions
- Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities. This will be done through the Business Excellence Framework as the basis for continual improvement and change
- Remain aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure Council achieves best practice and strategic objectives.

**While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).*

KEY RELATIONSHIPS:

Internal: Talent Management Team, Group Manager Human Resources, Leadership Team, HR Managers, Managers and staff
External: Relevant Capability Development providers, RTO providers, Group Training organisations, Training Institutions

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

Staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Learning and Development Coordinator** as detailed in this

Signature:

Date: / /