

<b>POSITION TITLE &amp; NUMBER:</b>	Learning & Development Advisor (POS 237)
<b>DIVISION:</b>	Corporate and Community
<b>DEPARTMENT/SECTION:</b>	People and Culture
<b>EMPLOYMENT STATUS:</b>	Temporary Full Time
<b>CLASSIFICATION:</b>	Professional/Specialist Band 3, Level 1
<b>GRADE:</b>	Grade 14
<b>OCCUPANT:</b>	Maternity Leave

## POSITION OBJECTIVE

To manage the new starter experience and compliance training, as well as assist with the roll out of key learning and development initiatives with the aim to build management and employee capability. The role also requires the implementation and maintenance of the Council's LMS.

## KEY RESPONSIBILITIES AND DUTIES

- Manage and implement Council's employee lifecycle processes including but not limited to induction, onboarding, movement and employee separation process;
- Coordinate and facilitate Learning & Development in all areas of Council to enhance Organisational Development and Culture including but not limited to trainee positions, compliance training, competency assessments and work plans;
- Manage and maintain Council's Learning Management System including but not limited to system updates, user access, bookings and training register.
- Manage and Maintain Council's Learning & Development strategy, calendar, budgets and reporting.

## KEY PERFORMANCE INDICATORS AND OUTPUTS

- Provide accurate and timely Learning & Development advice and materials;
- Perform scheduled maintenance review of council Learning Management System;
- Perform all employee lifecycle processes within allocated service delivery timeframes;
- Ensure Council's Learning & Development strategy, calendar, budgets, and reporting are kept up to date for monthly, quarterly, and yearly reporting;
- Coordinate and facilitate Learning & Development in to meet organisational goals and strategies

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Manager, People and Culture
<b>Supervises:</b>	Nil
<b>Internal Stakeholders:</b>	General Manager Directors Section Managers Other Council Employees
<b>External Stakeholders:</b>	Members of the public/residents/ratepayers Consultants and other professionals Government Officers Private Organisations

## ADDITIONAL INFORMATION

---

- You will comply with and follow all Workplace Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- In line with the Local Government (State) Award 2020, the employer may direct the employee to carry out such duties within the limits of the employee's skill, competence and training.

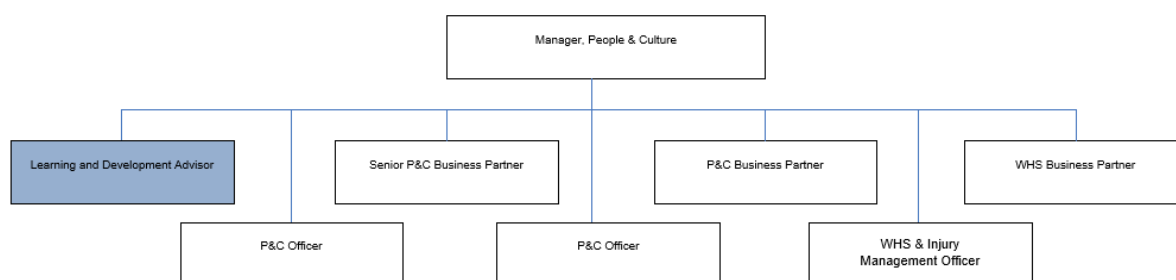
## SKILLS AND ATTRIBUTES

---

- Training facilitation and management
- Competency Assessments
- Strategy development and maintenance
- Learning and Development Systems
- Attention to detail
- Excellent Customer Service, Interpersonal and Communication Skills

## ORGANISATIONAL CHART

---



## QUALIFICATIONS

---

- Qualifications in Training and Assessment or Adult Learning or Learning & Development / Organisational Development (**Desirable**) and/or experience in a similar role.

## KEY SELECTION CRITERIA

---

- Demonstrated experience in supporting projects affecting organisational culture, change and staff engagement and an understanding of change management methodology.
- Experience in identifying training needs and analysing gaps.
- Experience in facilitating, developing and maintaining Individual Development Plans.
- Demonstrated experience in developing communication strategies and plans, and writing internal communication messages suitable for a range of mediums and target audiences to support organisational development projects.
- Ability to build and maintain effective relationships, with a variety of stakeholders that result in positive cross organisational outcomes.
- High level skills in written and oral communication together with a demonstrated ability to communicate at all levels and demonstrating a professional confident 'can do' attitude.
- Sound interpersonal, relationship building and customer service skills with the ability to resolve conflict and negotiate effective work outcomes.

- Demonstrated ability to analyse, interpret and disseminate information to all levels of the organisation.
- Proficient in Microsoft Office suite
- Current Class C NSW drivers' licence (**Desirable**)

## **PROFESSIONAL/SPECIALIST BAND 3 LEVEL 1 SKILL DESCRIPTORS**

---

### **ACCOUNTABILITY & EXTENT OF AUTHORITY:**

Provides specialised/technical services to complete assignments or projects in consultation with other professional staff. May work with a team of technical or administrative employees requiring the review and approval of more complex elements of the work performed by others.

### **JUDGEMENT & DECISION MAKING:**

Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from sources within the employer, and assistance is usually available from other professional/specialist staff in the work area

### **MANAGEMENT SKILLS:**

Positions at this entry level to the Professional/Specialist Band are not required to possess management skills.

### **INTERPERSONAL SKILLS:**

Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints.

### **QUALIFICATIONS & EXPERIENCE:**

As specified in the 'Qualifications' and 'Key Selection Criteria' sections above.

### **SPECIALIST SKILLS & KNOWLEDGE:**

As specified in the 'Skills and Attributes' section above.

### APPROVAL OF POSITION DESCRIPTION

---

- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_