

Learning and Development Regional Partner

Position Description

Directorate:	People and Culture
Reports to:	Manager, Learning and Development
Direct reports:	NIL
Location:	North East region: Newcastle or Lismore office location. North West region: Orange or Armidale office location. South region: Wollongong or Wagga Wagga office location
Primary position objective:	Deliver quality learning and development programs that develop the capability of members, volunteers and staff in accordance with the Society's requirements and individual needs.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the People and Culture directorate. The teams within the directorate and their functions are:

Work Health and Safety: this team is responsible for statewide work, health and safety strategy; work, health and safety audits; wellbeing; return to work.

People Strategy and Development: this team is responsible for people strategy; people policy; diversity; organisational development; and learning and development.

Staff Recruitment: this team is responsible for staff recruitment, onboarding and separations.

Employment Relations: this team is responsible for employment relations and industrial relations.

Remuneration: this team is responsible for remuneration strategy; remuneration advice; and payroll.

Internal Communications: this team is responsible for internal communications.

Accountabilities and responsibilities

The Learning and Development Regional Partner will:

- Contribute to the successful implementation of the Strategic Plan within their team.
- Design, develop and deliver training programs that meet the needs of members, staff and volunteers across the region.
- Tailor training programs to regional and individual needs, where required, to deliver required learning outcomes.

- Implement continuous and effective feedback mechanisms regarding training and development opportunities for our people that are consistent across the Society.
- Regularly conduct a needs analysis for capability building and performance of members, staff and volunteers across the region, aligned with business, service and/or individual needs.
- Ensure a safe working environment for staff, members and volunteers by implementing the Society's workplace health and safety practices.
- Ensure that effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- This position has the following KPIs, and benchmarked against Years 1 – 3.
 - Year 1 – 60% of staff in the region have accessed learning and development opportunities.
 - Year 2 – 70% of staff in the region have accessed learning and development opportunities.
 - Year 3 – 80% of staff in the region have accessed learning and development opportunities.
- Ensure that by end of Year 1, over 50% of staff can access the learning and development activities on the learning management system.
- Implement new ways of working.

Key working relationships

In addition to the Manager, Learning and Development and their direct reports, the Learning and Development Regional Partner will foster close working relationships with;

- Regional Directors across the Society (NSW)
- Regional Managers across the Society (NSW)
- Other Regional Partners in their region including Employee Relations; Work Health and Safety; Facilities; Communications and Marketing; Mission and Spirituality;
- Member and Volunteer Learning and Development Co-ordinators

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 2) Enable individuals and teams to be guided by the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 2) Enable others to deliver positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 3) Manage collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 2) Support others to engage with, and adapt to change.
- **Team performance:** (Level 2) Motivate and manage individual and team performance and develop their capabilities.

- **Digital engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 2) Encourage innovative behaviour to improve existing and new services and ways of working.
- **Financial acumen:** (Level 2) Enable others to use the Society's resources responsibly and keep expenses within budget.

Role-specific criteria

- Certificate IV in training and development.
- Previous experience in the creation and delivery of learning packages, including in instructional design to deliver measurable learning outcomes.
- Proven ability to effectively engage with stakeholders from across a diverse workforce, including members, volunteers and staff delivering a variety of services.
- Demonstrated excellent project management skills including the ability to manage competing priorities and deliver to agreed timelines.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.
- Working with children and young people experience and/or qualifications.
- Community Services and/or Disability experience