

Team Leader, Learning

Position Description

Directorate:	People, Culture and Strategy
Reports to:	Manager, Culture and Organisational Development
Direct reports:	Learning Partners Learning Designer
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Design and implement a Society-wide learning and development strategy and oversee the delivery of learning programs and initiatives for members, volunteers and staff.

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

Directorate overview

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

Strategy and Outcomes: this team is responsible for implementing a Society-wide planning, monitoring and reporting framework to support the achievement of the goals of the Strategic Plan; and leading the measurement of performance and outcomes of Society programs, services and functions.

People and Culture: this team is responsible for the Society's people related functions and strategy including people strategy; people policy; people systems; diversity and inclusion; organisational development; recruitment; people and culture services; employment relations and business partnering.

Safety and Emergency Management: this team is responsible for state-wide work, health and safety strategy; work, health and safety audits; wellbeing; return to work and emergency management functions.

Accountabilities and responsibilities

The Team Leader, Learning will:

- With and through their team, contribute to the successful implementation of the Society's Strategic Plan and the People, Culture and Strategy Directorate Plan.
- Deliver learning initiatives that align with, and facilitate successful application of, the Capability Framework and support talent development and succession planning.

- Collaborate with Governance, Risk, Quality and Safety and Emergency Management teams to deliver quality learning initiatives that meet legislative, organisational and accreditation compliance requirements.
- Consultatively develop and implement a learning and development strategy that creates and enables a constructive culture of learning, whilst embedding 70:20:10 learning.
- Develop and use learning needs analyses for capability building and performance improvement across the Society and within each directorate.
- Ensure that learning delivers required outcomes across the employee life cycle and creates opportunities for talent development.
- Optimise learning spend at the Society and provide guidance to directorates to support learning aligned with Society strategies and plans.
- Support development and implementation of organisational development and change plans.
- Enable a diverse and inclusive workforce and deliver on the Society's diversity and inclusion strategy and plans through impactful learning initiatives; through leadership development initiatives, data analysis and insights, and close collaboration across People and Culture, support attraction and retention of diverse employees.
- Contribute to a safe working environment for members, staff, and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to the implementation of effective risk management procedures to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Learning Strategy and Plan in place and aligned to Society strategy, Capability Framework and identified key capability gaps and strengths to leverage.
- Deliver agreed Learning Plans and Objectives.
- Learning and development activities are on the learning management system and communicated in line with annual learning calendar.
- Learning service level agreements met.

Key working relationships

In addition to the Manager, Culture and Organisational Development and their direct reports, the Team Leader, Learning will foster close working relationships with:

- Other teams within People, Culture and Strategy – especially the People and Culture, and Safety and Emergency Management Teams
- Governance, Risk and Quality
- Senior leaders in each directorate across the Society
- Key learning and development external partners / providers

Essential criteria

Critical capabilities

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

- **'People we serve' centric:** (Level 3) Manage the delivery of high-quality services that provide

a hand up for the people we serve.

- **Values based leadership:** (Level 3) Manage teams and areas of work to align to the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 3) Manage the delivery of 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 3) Manage and mobilise resources to deliver change.
- **Team performance:** (Level 3) Manage and develop individuals and teams to deliver against Society's strategic priorities.
- **Digital engagement:** (Level 3) Manage virtual, dispersed teams and stakeholders using digital tools.
- **Innovation and improvement:** (Level 3) Facilitate an improvement in existing and new services, and ways of working.
- **Financial acumen:** (Level 3) Manage the team's resources, projects and services to deliver positive outcomes within budget.

Role-specific criteria

- Relevant tertiary qualification/s in human resource management, organisational development or equivalent experience.
- Demonstrated experience in managing a learning and development function in an organisation of similar scale and complexity.
- 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 analytical and 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.