

Learning & Development Coordinator

Position Description



Reporting Senior Manager Human Resources	Location Kalimna	Hours 3-4 days per week as per candidate	Contract ONGOING	Reports NIL	Job Level Coordinator
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Role Purpose

The Learning and Development (L&D) Coordinator is responsible for developing GLaWAC's Learning & Development Strategy aligned to business priorities. The role will be responsible for developing, sourcing and implementing learning and development solutions that build people capability across the organisation based on an understanding of needs.

The L&D Coordinator will work collaboratively with key internal stakeholders to understand needs and external learning providers to ensure efficient and effective learning solutions are implemented.

The role will develop a framework for learning that supports career pathways growth for employees through a range of initiatives and learning solutions. Key focuses will be ensuring effective investment in learning solutions and monitoring budgets and learning records. You will also support talent acquisition and the improvement of all Human Resources policies and procedures.

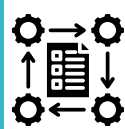
The Role



Develop the L&D Strategy for GLaWAC and build an annual Program of Work based on a needs analysis.
Update Learning needs analysis annually based on changing business needs and output from My Plans.



Design and develop programs for in house delivery (where appropriate).
Support the development of career pathways through L&D solutions, in conjunction with SM, HR and key business stakeholders.



Establish an L&D Framework that supports planned learning across key areas including; Compliance/ core, "Job Ready (skill based) and Leadership and Management Development Learning.



Work with RTO's to develop, lead and implement a range of programs as required including; cultural inclusion, programs for development of high potential etc.



Support Managers to track their training budgets.
Deliver comprehensive reporting on key defined learning metrics.



Continuously streamline and improve all HR and related policies and processes to ensure alignment with business needs. Lead the talent acquisition process in partnership with hiring managers and external agencies as required.



Co-ordinate and support initiatives that provide development and employment opportunities within the Aboriginal community to GLaWAC including: Earn while you Learn Traineeships .



Engage with external training providers to ensure design and delivery for GLaWAC is "fit for purpose"



Establish regular reporting and analytics that inform the executive team, and the Board of people risks and mitigation strategies, including workforce trends.
Develop strategies to mitigate workforce risks.



Ensure ongoing evaluation of L&D initiatives.

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Essential Skills/Experience

- Demonstrated experience in training and development and in the delivery of learning and development programs.
- Excellent facilitation skills.
- Proven experience and knowledge of effective learning methods.
- Ability to comfortably interact with all levels of employees, including crew team members through to executive leadership.
- Excellent time management skills (prioritising and following-up).
- Ability to work on multiple projects simultaneously, maintaining momentum, and managing to project due dates.
- Proficient in MS Office, Excel and Learning Management Systems (LMS).
- Excellent project management skills.
- Demonstrated high level judgment experience in analytical problem solving and decision making.

Desirable Skills/Experience

- Current Certificate IV in Training and Assessment.
- Professional Assessment Certification: ie: DISC.
- Training and experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture.

Other Requirements

- Although we may offer work flexibility to work from home, the employer can direct you to return to the office.
- Always demonstrate GLaWAC values.
- Requirement to undergo vaccinations .
- Current Victorian Manual Driver's Licence.
- All Current Vaccinations.
- Mandatory random Drug and Alcohol Testing (Policy Agreement)
- Working With Children Check and/or Police Check.
- Other duties as required.

Core Leadership Capabilities

1. Cohesive - have each other's backs
2. Cultural - have the REAL conversations
3. Courageous - Be respectful and safe
4. Persistent - Be committed to the purpose and lead by example