

## POSITION DESCRIPTION

<b>Position Title</b>	Learning and Development Advisor
<b>Position Code</b>	7131
<b>Business Unit</b>	People & Culture
<b>Director</b>	Director Corporate & Leisure
<b>Salary</b>	Band 6
<b>Effective Date</b>	April 2025

### Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live.

Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

### Our Values

Our staff are our greatest asset, and our success comes by enabling them to do their job well, underpinned by the everyday demonstration of our values.

- **Trust:** we have confidence in the character and competence of our work colleagues.
- **Respect:** acknowledge all people as individuals with inherent worth and value.
- **Openness:** where we are frank, honest and accountable in our dealings (interactions).
- **Fairness:** we treat colleagues and customers fairly, consistently and with care.
- **Excellence:** we contribute to outstanding services, systems and relationships.
- **Enjoyment:** we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1. Position Objectives

**1.1** Working with internal stakeholders to identify learning and development/training needs that enhance organisational, business unit and individual performance and behavioural outcomes.

**1.2** Developing/sourcing, implementing, and evaluating learning and development programs to effectively meet those needs.

**1.3** Administering RCoW's learning managing system.

**1.4** Contributing to the broader People and Culture team, ensuring the department provides sound specialist and technical advice and delivers quality services to the organisation and our community.

## **2. Working Relationships**

Reports to	Change Management Specialist
Supervises	No direct reports

## **3. Key Responsibilities**

### **3.1 Organisation transformation**

**3.1.1** Support the organisation through its transformation journey by designing, implementing, and supporting person-centred development strategies, plans and activities that enhance organisational performance, capability and engagement.

**3.1.2** Develop, implement, monitor, and review core learning and development plans and activities to ensure the organisation has the necessary capability and competence to deliver its Community Promise now and into the future.

**3.1.3** Support the organisation in embedding a contemporary and continuous improvement approach to learning and development.

### **3.2 Operations**

**3.2.1** In consultation with Change Management Specialist, Managers, Coordinators and Team Leaders, conduct individual and team training needs analyses to identify and prioritise learning and development requirements that enhance performance and build capability across the organisation.

**3.2.2** Based on analyses, liaise with Managers, Coordinators and Team Leaders to develop and implement individual business unit development plans and initiatives.

**3.2.3** Based on plans, develop/source and deliver/coordinate individual and team development activities, encompassing a wide range of technical, operational, management and other skills areas.

**3.2.4** Support a consistent and shared approach to capability development that assists managers to provide effective performance feedback and engaging development opportunities for their team members.

**3.2.5** Regularly review and enhance learning and development policies and procedures to support effective performance and capability development.

**3.2.6** Produce regular monthly reports on development activities including outcomes, attendance and completion rates.

**3.2.7** Evaluate the effectiveness of learning and development programs and utilise relevant feedback and data to revise or recommend changes.

**3.2.8** Assist the Change Management Specialist in monitoring and reporting on annual training budgets.

**3.2.9** Coordinate and maintain Council's online learning management system including account management, assigning learning, running reports, and ensuring the systematic capture of training records and data.

### **3.3 Management and Leadership**

**3.3.1** Develop effective internal and external stakeholder relationships that role model and support our ongoing transformation.

**3.3.2** Ensure plans and activities are delivered to time, quality and budget.

## **4. Core Physical Requirements**

**4.1** Capacity to lift items unspecified in weight within individual limits.

**4.2** Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.

**4.3** Capacity to walk up and down stairs regularly.

**4.4** Capacity to drive a car.

**4.5** There may also be a requirement to attend meetings outside of normal business hours.

## **5. Accountability and Extent of Authority**

**5.1** Responsibility and authority for developing and implementing learning & development programs that support Council's performance and capability needs.

**5.2** Responsibility to research and engage suitable training providers in consultation with the Manager People & Culture.

**5.3** Responsibility for the overall efficiency and effectiveness of Council's learning management system (LMS).

**5.4** Authority to meet accountability of the position within policy and delegations, statutory obligations, and budget.

## **6. Judgement and Decision Making**

**6.1** The position requires a considerable degree of problem solving, critical thinking and the ability to provide advice and guidance on learning & development policy formulation, planning and delivery, and in respect of both specific and organisational issues and people management.

## **7. Knowledge and Skills**

### **7.1 Specialist Skills and Knowledge**

**7.1.1** Ability to think broadly and drive new ways of learning through people, systems, processes and tools that enable Council employees to be their best.

**7.1.2** Comprehensive knowledge and understanding of contemporary approaches to learning and development including values-based leadership, collaborative and effective workplace learning and learning styles.

**7.1.3** High level of technical expertise in managing a learning management system or an equivalent system

**7.1.4** Ability to provide sound person-centred learning and development advice to support delivery of short term and long-term performance goals and outcomes.

**7.1.5** Ability to produce reports and make presentations as required to Council, corporate management teams, employees and forums.

**7.1.6** Ability to manage budgets and understand and seek value for money outcomes.

## 7.2 Interpersonal Skills

**7.2.1** Ability to demonstrate a high level of interpersonal skills including the ability to discuss, negotiate and resolve issues with employees, managers and other key stakeholders.

**7.2.2** Ability to meet tight deadlines and balance competing priorities in high pressure situations.

**7.2.3** Ability to show initiative and creativity when dealing with opportunities, challenges or issues.

**7.2.4** Ability to provide support to the People & Culture team and in a broader organisational context.

**7.2.5** Ability to promote the principles of good governance across the organisation.

## 8. Qualifications and Experience

**8.1** Tertiary qualifications in a Business, Management, or an equivalent person-centred field.

**8.2** Experience in learning and development, ideally including planning, designing, and facilitating learning and development activities and LMS administration.

**8.3** Australian Institute of Human Resources (AHRI membership) or relevant experience that would enable membership.

## 9. Key Selection Criteria

**9.1** Demonstrated ability to identify learning and development needs and make recommendations regarding appropriate learning and development solutions.

**9.2** Demonstrated ability to plan, design/source and facilitate/coordinate effective learning and development activities that enhance capability and performance in alignment with needs.

**9.3** Experience in the coordination and management of an online learning management system.

**9.4** Excellent communication skills that enable effective interactions with internal and external customers.

**9.5** Proficiency in the use of Microsoft products such as Word, Excel, PowerPoint and Outlook to generate reports, training documents and presentations and for the promotion of training activities.

**9.6** A proven history of being a trusted advisor in organisation(s), and a champion to assist employees to learn and reach their full potential, enabling organisational growth and enhanced performance.

**Authorised by: Director Corporate & Leisure**

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**Date: 9/04/2025**

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**Employee's Signature:**

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**Date:**

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