

Position Description

Title	Learning & Development Manager
Position Location	Central
Reports to	Chief People Officer
Direct Reports	Learning Experience Facilitator, Learning Experience Coordinator, Instructional Designer
Classification	Hay Grade 17
<p>The Childcare and Kindergarten Association Limited (C&K) is a not-for-profit early childhood provider with more than 350 early childhood education and care (ECEC) centres located across Queensland.</p> <p>Our purpose is to nurture and inspire children to succeed in an ever-changing world. This is at the forefront of everything we do.</p> <p>C&K's vision is to be Queensland's pre-eminent provider of early education and care.</p> <p>Our values:</p> <ul style="list-style-type: none"> • <i>we put children first</i> • <i>we respect all people and each other</i> • <i>we work with integrity and strive for excellence in everything we do</i> <p>These underpin the way we work with children and families, communities, colleagues and partners.</p> <p>We reinvest our surplus to benefit children and families disadvantaged in their access to early childhood education. This includes children with additional needs and children and families in rural, remote, Aboriginal and Torres Strait Islander and disadvantaged communities.</p>	
Purpose	<ul style="list-style-type: none"> • Lead C&K's learning and development strategy and programs to ensure a capable and responsive workforce to deliver on the organisation's strategic priorities. • Oversee the development of policy and strategy relating to all aspects of learning and development. • Manage C&K's approach to and compliance with organisational mandatory and induction training. • Leverage data, insights and research to inform C&K's adoption of innovative strategies to ensure excellence and sustainability of C&K's operations/business. • Lead the design, development and implementation of adult learning (andragogy) and organisational capability frameworks that drive a culture of continuous improvement and high performance. • Oversee the design and delivery of an annual calendar of professional development activities and events for C&K team members. • Work with C&K business units to implement learning needs analyses, plans and evaluation practices to inform strategic learning and development programs and activities. • Forge links across the organisation's business groups to ensure professional learning and development activities align with the Performance Planning and Review (PPR) processes for all employees.

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Key accountabilities

Leadership

- Oversee C&K's learning and development programs including professional learning needs assessment, mandatory and compliance training development and implementation and supporting the strategic growth of the organisation.
- Develop a learning and development strategy to drive the for the ongoing development and implementation for Central and centre employees.
- Lead the implementation of evidence-informed strategies and approaches that enable high quality professional learning and development for C&K's employees.
- Communicate to inspire a shared sense of purpose and direction and build a culture of professional learning and collaboration.
- Work in partnership with the C&K Senior Leadership Team to determine learning needs, trends and issues for the organisation and implement targeted capability solutions.
- Embed reconciliation in all aspects of professional learning and development.

Operational Management

- In consultation with key stakeholders, oversee contracts, develop implementation and business plans and reporting schedules according to funded contracts and agreed deliverables.
- Manage the implementation and operational use of Learning Management Systems and evaluate the costs and benefits to C&K.
- Collaborate with other C&K teams and Early Childhood Managers to drive continuous improvement in educational programs as required.
- Ensure compliance with all relevant legislation, regulations, education frameworks, C&K policies, procedures and guidelines.
- Supervise direct reports, and guide, mentor and develop professional expertise.
- Manage and monitor progress of initiatives and projects, in collaboration with C&K Managers and other partners.
- Lead, manage and hold direct reports accountable for achieving agreed-upon commitments.
- Work in consultation with C&K People Team and other business units to develop a system and schedule for reporting as required.

Business Development

- Work collaboratively across the organisation to build a culture of learning and professional growth.
- Develop and maintain relationships with partners and key regional stakeholders (government and non-government), to increase C&K's profile and footprint, influence policy and strategy, and build future sustainability.
- Lead processes to seek feedback from participants and stakeholders to continuously enhance the relevance and impact of professional learning.
- Foster a culture of continuous improvement in the implementation of professional learning to ensure alignment with C&K's vision and strategy.

Personal accountability

- Exemplify personal drive and integrity – taking personal responsibility for meeting objectives, showing initiative and committing energy to see that goals are achieved.
- Work with the C&K Senior Leadership Team and other C&K managers to ensure C&K programs and services maximise the delivery of quality outcomes.
- Demonstrate resilience and professional conduct under pressure and scrutiny, and showing strong commitment to professional learning and self-development.
- Model C&K values and demonstrate standards of excellence in professional practice and ethical behaviour.

Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. C&K can direct you to carry out duties which it considers are within your level of skill, competence and training.

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<p>Key selection criteria</p>	<ul style="list-style-type: none"> • Tertiary qualification in education, adult learning/ training or organisational development. • Extensive experience in the design and delivery of high-quality adult learning programs for a diverse range of employees. • Demonstrated ability to analyse and evaluate a range of data and insights to inform the strategic direction of organisational learning and development programs. • Ability to develop and maintain strong and influential relationships/partnerships with internal and external stakeholders. • Understanding of the early childhood education and care context and its frameworks and standards to the design of high-quality professional learning. • Demonstrated knowledge and operational experience with learning systems (e.g. LMS, HRIS). • Proficient in instructional design. • Highly proficient in communicating with a range of stakeholders, including delivery of frameworks, models, reports and presentations across a range of channels (Word, Excel, PowerPoint, Teams). • Demonstrated expertise in budget management and reporting. • Ability to strategically lead a team, providing clear focus by translating C&Ks vision and strategy into practical and tangible plans. • Kirkpatrick certification highly desirable. • Evidence of sound professional experience that shows: <ul style="list-style-type: none"> ○ initiative and strong sense of personal responsibility for meeting objectives; ○ commitment to personal development; and ○ application of evidence, professional expertise and courage in decision making.
<p>Additional information The successful applicant will be required to:</p> <p>Travel, as necessary.</p> <p>Hold a positive notice (Blue Card) working with children check; and a current driver's licence.</p> <p>The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.</p>	

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