

Job Description Details	
<b>Job Title</b>	Learning and Development Advisor
<b>Department/Division</b>	Organisational Capability and Culture,
<b>Reports to</b>	Learning and Development Manager
<b>Direct Reports</b>	Coaches
<b>Agreement</b>	Brightwater Care Group Staff Agreement

Brightwater Mission
<p><i>Pursuing the Dignity of Independence</i></p> <p>For Brightwater, no one is beyond care. Here, we value the potential that lives inside each and every one of us, no matter what that looks like. Our amazing ability to strive towards our best self every day, to keep learning and to keep growing. This drives all that we do. Sure, it's not always easy, but this journey that we're on together comes with its own reward. This pursuit of independence brings with it the dignity of control over our own lives. And everyone deserves the right to pursue that.</p>

Commitment to Mission and the Brightwater Spirit
<p>Embrace and apply the Brightwater Spirit – our values and behaviours – in all interactions with staff and customers. Our commitment to the Brightwater Spirit enables us to achieve our Mission, <i>Pursuing the Dignity of Independence</i>.</p> <p><b>Caring</b> We care for and about each other. We work together to provide inclusive and relevant services in ways that meet the needs and goals of our clients.</p> <p><b>Authentic</b> We are open and genuine, enabling us to build meaningful relationships with our clients and each other.</p> <p><b>Progressive</b> We are inspired to continuously improve ourselves and our services for the benefit of our clients.</p> <p><b>Courageous</b> We find strength in order to make a difference.</p>

Diversity and Inclusion Statement
<p>At Brightwater, we welcome people with the full diversity of life experiences, thoughts and beliefs. We foster a culture of inclusion, collaboration and innovation where our clients and staff can flourish.</p>

Position Purpose
<p>Working in close partnership with the business, this position is responsible for developing, driving, and implementing skills, leadership, and professional development opportunities and programs for employees and leaders across Brightwater. This position will work in conjunction with the Clinical Development Lead and Learning and Development Lead to maintain and continuously improve the organisational-wide training matrix.</p> <p>The objective of this position is to ensure that employees are provided with the appropriate skills development opportunities to enable them to be successful in their roles, as well as future roles, to meet the needs of the business and its strategic objectives, including improving the employee experience and retention.</p>

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People Development Lead	0	14/09/22	Recruitment Lead	Chief People & Culture Officer	
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## Key Duties/Accountabilities

1. Create and curate a suite of learning opportunities and development pathways to meet the needs of employees based on their positions as well as individual growth opportunities identified by employees and managers in conjunction with the Learning and Development Lead
2. Collaborate with relevant stakeholders to implement leadership capability and competency frameworks for leaders across the organisation, drawing on best-practice, evidence, and research in conjunction with the Learning and Development Manager and Lead.
3. Develop partnerships with external education and development institutions and services, drawing on these resources to curate and offer appropriate leadership development programs targeted at different positions and levels for Brightwater’s leaders and rising leaders in conjunction with the Learning and Development Lead and Partnerships and Tertiary Engagement Specialist
4. Utilise data to create a program of continuous learning that assesses and addresses the needs and preferences of employees relevant to the organisation’s strategic plan.
5. Provide regular reporting and data on the impact of services provided and the outcomes achieved, as required.
6. Ensure all learning pathways offered are consistent with and embed Brightwater’s Mission, values, behaviours, and strategic direction.
7. Any other activities requested by the Learning and Development Manager within skills and expertise.

## Key Working Relationships

1. Business Unit Managers and employees across Brightwater.
2. HR Team.
3. Capability and Leadership Development Manager.
4. Project Manager, Care Education Centre.
5. External consultants and services.

## Professional Development

1. Accept responsibility for updating/developing own knowledge/skills in relation to professional practice.
2. Actively participate in opportunities for performance feedback with a growth mindset, including reviews and check-ins; reflect on own performance and set goals.
3. Complete essential training courses within the required timeframes and embed learning outcomes to continuously improve skills and work performance.
4. Attend and contribute to staff meetings/discussions and collaborate with team members to improve outcomes.

## Safety and Health

1. Actively promote a positive safety and health culture by caring for self and others, demonstrating attention to physical, mental, emotional, cultural, and psychological safety.
2. Take proactive and responsible actions to avoid, eliminate or minimize hazards.
3. Accept responsibility for understanding and recognising the risks and hazards associated with work duties.
4. Report all incidents, hazards, and injuries immediately.
5. Use equipment, such as personal protective and manual tasks equipment, as trained and required.
6. Adhere to infection control principles and practices.

## NDIS Risk Assessment

This position is not considered to be a risk assessed role and therefore does not require the person to hold an NDIS Worker Screening Check.

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## Other Information

Nil

## Selection Criteria – Qualifications, Skills, Knowledge, Experience

1. Relevant tertiary degree and a Certificate IV in Training and Assessment.
2. Progressive learning and development professional with contemporary knowledge in best practice capability development and frameworks based on evidence and research.
3. Demonstrated experience successfully implementing learning programs and succession planning pathways.
4. Strong understanding of and experience in developing capability and competency frameworks and individual learning plans to improve employee experience, performance, and business outcomes.
5. Demonstrated experience successfully applying blended learning models within organisations.
6. Excellent verbal, written and interpersonal communication skills; the ability to build strong and purposeful working relationships with diverse stakeholders; strong skills in influencing, problem solving and negotiation; and a drive to deliver customer-focused solutions.
7. Excellent computer skills and sound knowledge of Learning Management Systems and Microsoft Office applications.
8. Working knowledge of the aged care/disability industry and an understanding of the impact of reforms (desirable).
9. Possess a current Western Australian 'C' Class Driver's Licence.
10. Satisfactory National Police Certificate obtained within the last 12 months.

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