



## POSITION DESCRIPTION

Position Title	LEARNING FACILITATOR	Position No.	50058759
Team	People & Culture	Classification	Administrative/Professional
Department	Learning	Schedule Roster Cycle	Schedule A Non-Rostered
Location	Ultimo	Band / Level	Band 6
Reports to	MANAGER LEADERSHIP & TALENT 50025626	HR Endorsement	14/05/2020

Purpose

Facilitate face to face and virtual learning programs relating to soft skill and leadership for employee groups throughout the ABC.

### Key Accountabilities

- Facilitation of a range of learning activities using both face-to-face and virtual modes of delivery, with a focus on soft skills and leadership development
- Assessment and analysis of learning needs for learning programs
- Development of learning materials to support both face-to-face and virtual training sessions
- Work effectively with the Learning Support team to ensure all learning activity in areas of responsibility are accurately scheduled and recorded in the ABC central learning platform
- Provide support to learner before, during and after learning activities
- Evaluate and continuously improve all programs in areas of responsibility using a range of feedback mechanisms and sources
- Facilitation of human centred design and brainstorming to support learning program development
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

### Key Capabilities/Qualifications/Experience

1. High level experience in facilitating learning and development programs face to face and online/virtual
2. Knowledge and practical application of adult learning methodologies and instructional design principles
3. Experience in developing and facilitating multi modal learning programs
4. High level of experience with facilitating soft skills and leadership development with diverse learners
5. Understanding of human centred design and ideation principals
6. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
7. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
8. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

