

Position Description

Position Title:	Digital Learning Partner
Position Number:	HRM137
Department:	People, Culture & Safety
Reports To:	Principal Leadership & Capability Officer
Direct Reports:	Nil

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The People, Culture and Safety Department works in partnership with all divisions of Council with a focus on ensuring Council builds the capacity of its employees and business to achieve its long-term strategic and operational goals.

Position Purpose


The Digital Learning Partner will lead the development and implementation of contemporary digital/e-learning solutions, and design engaging and fit for purpose learning content to meet the development of our teams across council.

Specific Accountabilities

Description
Leadership and Planning
Contribute to the development of the People, Culture and Safety Strategy and partner with department leaders to implement initiatives aligned to the strategic objectives.
Working with the Principal Leadership & Capability Officer, develop learning frameworks and strategies for the long-term value creation across council.
Collaboratively partner with key stakeholders and subject matter experts to understand the business requirements (short and long term), identify and analyse learning needs, develop solutions and strategies, and evaluate learning effectiveness.
Organising and Operating
Design, deploy and embed onboarding learning solutions (induction and orientation), leveraging technologies, and enabling a smooth transition to role for all team members.
Design, deploy and embed engaging council-wide digital learning solutions, enabling consistent, compliant and competent performance across our teams.
Act as the Digital Learning Lead within the Learning Community of Practice, coaching and developing other learning professionals to develop digital learning solutions unique to their divisional needs, or area of subject matter expertise.
Develop, deploy and embed contemporary digital learning and development practices, and quality benchmarks across council.
Ensure compliance with all legislation, approved standards, policies and procedures relating to the department's practices and processes.


Workforce Capability
Develop and maintain a work environment that encourages participation, teamwork, innovation and excellence.
Effectively address any issues, communicating regularly with team members and stakeholders and building commitment to process improvement and customer service.
Quality and Compliance
Comply with all relevant regulatory and Council policies on information and security, industrial relations, workplace health and safety and any other relevant legislation.
Cooperate with any requests for information and records that are sought by the Manager Legal as part of any official investigation.
Provide administrative assistance in the facilitation of document management processes within the department in accordance with corporate records management procedures and standards.
Stakeholder Relations and Engagement
Partner with the broader People, Culture and Safety team to deliver people projects and programs.
Understand engagement levels across business areas and work with People Experience and Business Partner team to develop targeted strategies to uplift engagement and improve culture and team effectiveness.
Manage and maintain any vendor or external stakeholder relationships relevant to area of accountabilities.

OUR CORE VALUES




RESPECT

- We listen to people
- We treat people fairly and consistently
- We embrace diversity and opinions
- We treat others as we wish to be treated




SERVICE

- We seek to understand the needs of those we serve
- We strive to exceed expectations
- We communicate clearly
- We take a positive approach
- We are proud to serve our community




INTEGRITY

- We are ethical and honest
- We take responsibility for our actions
- We act within statute and law
- We take pride in the manner in which we perform our duties



TEAMWORK


- We promote a friendly, supportive work environment
- We inspire and encourage innovation
- We develop and maintain relationships
- We work collaboratively with our community and external partners



SUSTAINABILITY

- We focus on the future
- We respect the environment
- We demonstrate leadership by example

Council proudly upholds the following values in its daily operations with customers, external partners and staff



Work location

You may be required to perform your role from any work location within the region.

Position Dimensions

Staff Resources: ~ Nil
 Section or program budget: ~ Nil

Decision Making Authority

Policy: Interprets and applies policies

Staffing: Mentor, coach and develop team members;

Knowledge, Experience, Qualifications and Attributes

- Tertiary qualification in learning and development, human resources, business management, or relevant demonstrable experience.
- 5+ years' experience in a digital learning, instructional design, or learning and development role.
- Demonstrated analytical, research and problem-solving skills, including the ability to summarise complex issues, identify trends and emergent issues, and develop learning and development recommendations.
- Demonstrated experience and capability across a wide use of digital design and learning technologies.
- The ability to build relationships and influence at all levels of the organisation.
- High level of business acumen and deep understanding of core drivers of business
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____