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DUTY STATEMENT – CASUAL ROLE

Leadership Facilitator

Position Level

Level 7

Faculty/Division

Original document creation

May 2023

Position Summary

The Leadership Facilitator is responsible for contributing and facilitating the learning and development experience for students undertaking a range of co-curricular programs including Leadership Foundations, Innovator Pro and Professional Development Programs.

The Leadership Facilitator reports to the Manager, Student Development and has no direct reports.

This role will:

- Facilitate pre-designed professional development workshops (both online and in-person).
- Contribute to the creation of programs that support students in developing core leadership and professional development skills (i.e. self-awareness, collaboration, communication, building effective relationships, creating safe and inclusive teams, conflict management, wellbeing and resilience).
- Review students' development tasks and provide constructive feedback.
- Moderate and manage in-person and online learning spaces (e.g. Moodle Blogs, Zoom chats, breakout conversations).
- Mentor students as they progress through the student development programs.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and experience required

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training, and experience, ideally in a learning and development context.
- Proven experience designing, developing and delivering high quality workshops online and in-person.
- Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- A strong working knowledge of core leadership and development skills.

- Advanced level of computer literacy and skills in Microsoft Office applications.

Additional Pre-employment checks required for this position:

- N/A

About this document

This Duty Statement outlines the job duties, required skills & pre employment checks required to successfully perform the role.

This document is intended to determine the scope of the position. To change the requirements of a position contact the HR Business Partnering team.