



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Learning and Development Business Partner
<b>DIVISION</b>	People, Culture and Engagement
<b>DEPARTMENT</b>	People and Culture
<b>REPORTS TO</b>	Manager Learning and Organisational Development

### ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

### DEPARTMENT PURPOSE

People and Culture partners with the people of BSL to create an Australia free of poverty. We provide insight and build capability of our leaders, staff and the organisation generally to lead, manage, and develop our people and keep them healthy and safe.

Learning and Organisational Development elevates the performance, capability and culture of BSL by conducting targeted projects, engaging organisational leaders and delivering outstanding learning activities.

## **POSITION PURPOSE**

The Learning and Development Business Partner will help prevent and alleviate poverty by partnering with the business to guide them in the design and activation of the learning and development initiatives that underpin the Organisational Development strategy, and which will change the way BSL thinks and acts regarding performance, capability and culture.

## **KEY RESPONSIBILITIES**

- Provide subject matter expertise in learning and organisational development, including learning needs analysis, instructional design, performance development, leadership, and delivery and evaluation methodologies and principles
- Development of engaging, inclusive and impactful L&D programs linked to Organisational Development strategy
- Provide a high standard of program delivery support by conducting high quality needs analysis, correspondence, facilitator guides, presentations, and other program support document preparation
- Collaborate and partner with internal and external stakeholders to coordinate design and delivery of learning and development initiatives in accordance with the Organisation's priorities and needs
- Provide recommendations on best practice user experience and learning methodologies to the business and partner with them to deliver learning which achieves desired outcomes, in line with strategic goals
- Model inclusion and accessibility best practice in the design and development of learning and development solutions
- Work collaboratively within teams to achieve common goals
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- In collaboration with manager, set goals and objectives to ensure outcomes are met
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures
- Other duties as required

## **SCOPE OF RESPONSIBILITY**

Direct Reports: N/A

Indirect Reports:

- Learning and Development Coordinator

## **KEY SELECTION CRITERIA**

### **Career Experience:**

- Relevant tertiary level qualifications and/or relevant experience in senior Learning & Development roles within large, complex Organisations
- Demonstrated highly developed influencing, negotiation, verbal and written communication skills
- Experience partnering with a business to design and deliver elegant, inclusive, and effective L&D solutions within budget
- Confident and experienced facilitator and presenter, able to connect with varied audiences
- Experience with eLearning design and software (i.e., Articulate 360)
- Experience managing and using learning software and learning management systems to creatively enhance the organisation's capabilities

### **Personal Qualities:**

- A commitment to maintaining and supporting child and vulnerable adult safety, equity, inclusion and cultural safety
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence
- Ability to build strong relationships and navigate competing priorities

## **MANDATORY EMPLOYMENT CRITERIA**

- Specific work requirements include work-based travel, attendance at a variety of different work locations and to work flexibly to meet deadlines.
- Proof of eligibility to work in Australia is required.
- A satisfactory Police Check is required - BSL will support successful candidates in this process.
- A Working with Children Check is required - BSL will support successful candidates in this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.