

Position Description

Our Values

We value life
We make every conversation count
We will find a better way, today
We make the complicated simple

Position Title	Learning & Organisation Development Partner
Position Number	
Band / Job Group	Job Group 6
Division	People & Culture The People & Culture Division ensures the TAC is able to attract, develop, motivate and retain a capable and high-performing workforce that supports both the achievement of the organisation's strategy and the growth of employees in their professional development.
Branch	Learning and Organisation Development
Location	Geelong
Reports To	Senior Manager, Learning and Organisation Development
Number of Direct Reports	N/A
Working with Children	Is a Working with Children check required for this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Financial Delegation	N/A
Job Purpose	To lead the design, development and implementation of People and Culture programs that improve organisational effectiveness and are aligned to strategy, people and processes. Effectively consult with the business leaders about emergent learning needs and work cross functionally to deliver relevant, pragmatic and timely L&OD programs.

KEY ACCOUNTABILITIES

- Working within a team, you will lead the design, development and implementation of a number of TAC's L&OD programs. Depending on the needs and priorities of the organisation, the programs may include Engagement, Performance, Talent & Succession Management, Diversity & Inclusion, Strategic Workforce Planning, Leadership Development, Capability, Values and Learning & Development.
 - With strong consultation skills and experience, design contemporary programs that strengthen the organisation's approach to developing its workforce.
 - Evaluate programs against key performance metrics utilising TAC's evaluation framework
 - Develop project plans, metrics and milestones to regularly track and monitor programs.
- Manage innovation and improvements in learning program design consistent with emerging and future business needs and based on learner experience and feedback.
- Oversee and continuously improve the management of assigned L&OD programs utilising inputs from the L&OD team, stakeholders, industry networks and strategic development.
- Demonstrate leadership within the team, providing regular input and collaboration on the design, development, implementation and review of programs.
- Procure and manage contracts of specialist providers and learning consultants within the TAC's procurement and contract management guidelines to ensure cost effective delivery of high quality services and programs.
- Provide strong partnership and consultancy to TAC managers on emergent team and individual learning needs and potential solutions.

Organisational Responsibilities

As defined by the Occupational Health and Safety Act 2004 - Victoria employees of TAC are to take reasonable care to ensure their own safety, not place others at risk by any act or omission, follow safe work procedures, report hazards and injuries and cooperate with the employer to meet work health safety obligations.

Role model all TAC Leadership Model capabilities and behaviors; Adapt & Learn, Embrace Accountability, Cultivate Partnerships, Empower Others, Exercise Judgment, Deliver Outcomes, Shape Strategy & Direction and Lead Transformation.

Participate in identification and development of initiatives, risks, changes, recommendations and implementation of appropriate work practices, policies and guidelines to improve efficiency and/or effectiveness of work.



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KEY SELECTION CRITERIA

Relevant Qualifications, Work Experience & Specialised Knowledge	<ul style="list-style-type: none">• Learning and Development or related tertiary qualification(s) desirable• 5-7 years’ experience in the design and implementation of Learning & Organisational development programs• Demonstrated experience in the successful management of stakeholder relationships to design and deliver programs that improve organisational capability• Demonstrated experience in the procurement of specialist services learning and development and managing contracts for performance.• Project Management experience in designing project plans, setting goals and tracking performance.• Good knowledge and understanding of learning & development models, frameworks and emergent best practice research• Good knowledge of human centred design and agile practices.
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Capabilities	<p>Adapt and Learn: Positively manages self and team during change, uncertainty and adversity, bouncing back after setbacks</p> <p>Cultivate Partnerships: Communicates and presents complex and abstract ideas in a clear, succinct and understandable way, suitable to the audience</p> <p>Cultivate Partnerships: Builds and maintains relationships with stakeholders across roles, teams and divisions, internally and externally</p> <p>Deliver Outcomes: Allocates work appropriately across the team and leverages available resources to achieve high performance standards</p> <p>Exercise Judgement: Makes sound and timely decisions based on analysis, experience and judgment, without assistance when appropriate</p> <p>Exercise Judgement: Probe and look past symptoms to determine the underlying causes of problems and issues, recognising the links between interconnected issues within the team</p> <p>Shape Strategy and Direction: Sets work tasks that align with the operational goals, drawing links from these to strategic objectives for others</p> <p>Lead Transformation: Actively seeks opportunities to align processes, systems and people to achieve business benefits from the change</p>
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