

<b>Position Title</b>	Training and Communications Officer
<b>Classification</b>	Level 6
<b>School/Division</b>	People & Culture
<b>Centre/Section</b>	Employee Payment Project
<b>Supervisor Title</b>	Change and Communications Lead
<b>Supervisor Position Number</b>	
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## **Your work area**

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People and Culture enables the University to implement and deliver its People & Culture strategy to make the University a remarkable place to work, attracting and retaining world-class staff from diverse backgrounds who want to build careers, drive change, provide leadership and create opportunities at an institution renowned for its excellence.

## **Reporting structure**

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Reports to: Change and Communications Lead

## **Your role**

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The Training and Communications Officer will play a crucial role in addressing previous employee entitlements and underpayments by identifying training needs, developing comprehensive training programs, and implementing effective communication strategies. This role involves engaging with employees, managers and other stakeholders to ensure they are well-informed and capable of implementing policies correctly. The officer will also be responsible for creating and distributing clear communication materials and establishing mechanisms for feedback to continually improve training and communication efforts.

## **Your key responsibilities**

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Identify the training needs of employees and managers to address skill gaps related to existing policies, awards and legislation.

Develop comprehensive training programs and materials to educate employees and managers on entitlement policies and procedures.

Conduct training sessions, workshops, and seminars to ensure that all relevant stakeholders are well-informed and capable of implementing the policies correctly.

Develop and implement a communication strategy to keep all stakeholders informed about the project's progress, changes in processes, and any other relevant updates.

Engage with employees, managers, and other stakeholders to gather feedback and address any areas of concern or questions related to entitlements.

Create and distribute clear and concise communication materials, including intranet updates, to ensure consistent messaging.

Establish mechanisms for collecting and reviewing feedback from training sessions and communications to continually improve the effectiveness of these efforts.

Other duties as directed.

### **Your specific work capabilities (selection criteria)**

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Relevant tertiary qualification or demonstrated equivalent competency.

Substantial relevant experience at an appropriate level.

Ability to analyse training needs and develop effective programs.

Highly developed communications skills, with the ability to creating clear and concise communication materials.

Demonstrated ability to engage with various stakeholders and gather feedback.

Highly developed organisational skills, with the ability to efficiently manage multiple training sessions and communication strategies.

Flexibility to adjust training programs and communication strategies based on feedback.

Proficiency in using training and communication tools and platforms.

Ability to plan, track, and oversee training and communication initiatives.

Competence in establishing and using mechanisms for feedback and continuous improvement.

### **Special requirements (selection criteria)**

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Some after-hours work may be required.

### **Compliance**

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Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](#).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#).