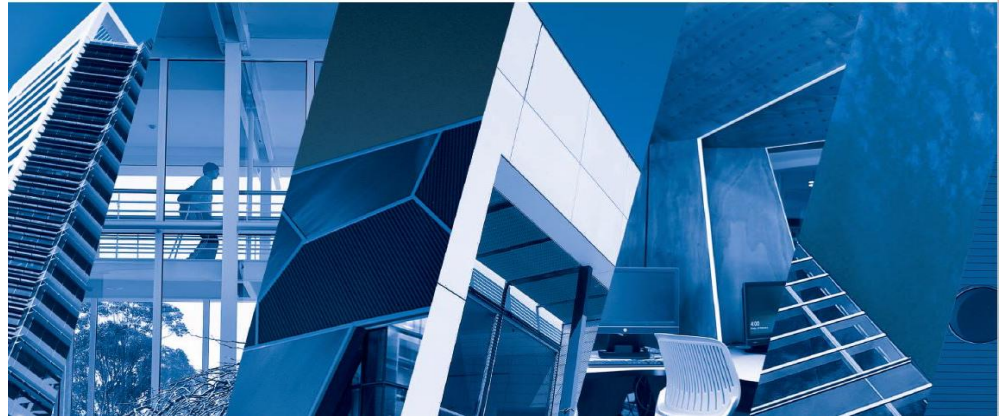


## Position Description



Position title:	Learning and Development Consultant
School/Section/VCO:	Human Resources
Campus:	Ballarat Campuses. Travel between campuses may be required.
Classification:	Within the HEW Level 7 range
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Ms Lisa Pickering, Senior Organisational Development Consultant Telephone: (03) 5327 9620 E-mail: li.pickering@federation.edu.au
Recruitment number:	849403

### Background

The Human Resources Directorate is responsible for the development, implementation and monitoring of the University's people management strategy to ensure a culture of high-performance, diversity, innovation, flexibility and change agility. The Directorate is also responsible for delivering strategic and operational employment related services including, but not limited to workforce planning, attraction and retention, recruitment and selection, workplace relations, employee wellbeing, performance management, organisational and people capability development, remuneration and superannuation, and HR analytics.

### Position summary

The Learning and Development Consultant is responsible for the design, delivery, implementation and evaluation of learning and development programs for all staff to build capability, foster a values-based culture and make a difference to our employee experience and organisational performance. The position requires a strategic focus and alignment with other people management functions and programs in a changing workplace environment.

The Learning and Development Consultant has a strong focus on the development and delivery of online learning solutions using a learning management platform including skills training, refreshers, induction and onboarding. As part of the Organisational Development team, the position will work collaboratively on organisational initiatives to build workforce capability and enhance the organisational culture across the University.

# Position Description

## Learning and Development Consultant

### Key responsibilities

1. Undertake and coordinate the design, delivery, review and evaluation of face-to-face and online professional learning and development programs based on identified needs and strategic priorities.
2. Develop and oversee the professional development annual calendar for all staff at the University to ensure a seamless employee experience including the use of a learning management system to coordinate registrations and completion rates.
3. Improve the quality and effectiveness of online learning and content management, including strategies to increase management accountability, staff engagement and completion rates.
4. Consult with subject matter experts to develop online modules, coordinating the release and confirmation of the frequency of refreshers of their respective learning modules utilising eLearning authoring tools.
5. Build and maintain constructive relationships with internal and external stakeholders and providers to facilitate the delivery of quality professional learning and career planning services.
6. Develop and implement internal communication plans to promote and advertise professional learning and development activities across the University.
7. Coordinate strategies and activities to address learning and development requirements resulting from the implementation of change management processes.
8. Prepare progress reports and updates ensuring communication is clear, transparent and informative for all team members.
9. Provide detailed metrics with recommendations to identified stakeholders on learning and development outcomes including completion rates and work in progress etc.
10. Build and maintain effective relationships with stakeholders to promote a positive University culture.
11. Contribute to human resources projects as required.
12. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
13. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

### Level of responsibility

The Learning and Development Consultant reports to and receives broad direction from the Senior Organisational Development Consultant operating within University policies, procedures and guidelines.

The position will be the recognised authority in learning and development and works independently as well as collaboratively with a team-based approach, while developing and implementing tailored learning and development solutions.

# Position Description

## Learning and Development Consultant

The Learning and Development Consultant will produce high quality reports, recommendations and learning content as well as have the ability to collaborate with internal and external stakeholders.

### Training and qualifications

A relevant degree with at least four years' subsequent relevant experience; or extensive experience and management expertise in learning and development; or an equivalent combination of relevant learning and development experience and/or education/training.

### Position/Organisational relationships

The Learning and Development Consultant is responsible for working collaboratively with University stakeholders and the immediate human resources team to ensure the delivery of timely and quality learning and development services within a supportive environment.

The position will deliver services related to the training/development lifecycle, providing authoritative learning and development services and support the achievement of strategic and operational objectives of the University and the Human Resources Directorate.

### Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

1. A relevant degree with at least four years' subsequent relevant experience; or extensive experience and management expertise in learning and development; or an equivalent combination of relevant learning and development experience and/or education/training.
2. Demonstrated information technology skills to enhance a quality learning and development experience for staff, utilising a learning management system and eLearning authoring tools. Experience with learning module design will be highly regarded.
3. Demonstrated experience in developing and customising online learning modules to maximise participation and completion rates.
4. Well-developed written and oral communication skills, with the ability to engage and collaborate with academic and professional staff as well as industry to achieve the desired learning outcomes.
5. Demonstrated ability to work autonomously across a multi-site environment and in a dynamic human resources team.
6. Demonstrated experience establishing and enhancing positive and respectful relationships communicating with stakeholders in a large matrix organisation.
7. Demonstrated experience in presenting and/or facilitating to different audiences.
8. Demonstrated alignment with the University's commitment to child safety.

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*

*The University reserves the right to invite applications and to make no appointment.*