

<b>POSITION TITLE</b>	<b>Learning and Development Advisor</b>		
<b>POSITION OVERVIEW</b>	To assist the Team Leader, Learning and Development with delivering in-house training and other Learning and Development (L&D) projects.		
<b>CLASSIFICATION</b>	SCS Level 4	<b>SERVICE AREA</b>	L&D
<b>EMPLOYMENT STATUS</b>	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual		<b>HOURS PER WEEK</b> 38
<b>LOCATION</b>	Shea Street		
<b>IMMEDIATE MANAGER</b>	Team Leader, Learning and Development		
<b>INDUSTRIAL AGREEMENT</b>	Woden Community Service Limited Enterprise Agreement 2024		
<b>REPORTING RELATIONSHIPS</b>			
<b>NO OF DIRECT REPORTS</b>	Nil	<b>NO OF INDIRECT REPORTS</b>	Nil
<b>KEY RELATIONSHIPS</b>			
<b>INTERNAL</b>	Managers, Trainees, WCS Staff, L&D Admin Assistant		
<b>EXTERNAL</b>	Training providers, Skills Canberra, MAS National		
<b>KEY ACCOUNTABILITIES</b>			
<ul style="list-style-type: none"> <li>Monitor the Learning and Development (L&amp;D) inbox.</li> <li>Liaise with managers about the training needs of their teams.</li> <li>Analyse potential training options and advise managers on options.</li> <li>Analyse training data and participant feedback.</li> <li>Ensure staff training records on ELMO are up to date.</li> <li>Guide staff on the usage of ELMO Learning, ALIS, etrainu and other training platforms.</li> <li>Contribute to L&amp;D Projects including:               <ul style="list-style-type: none"> <li>WCS training matrix reviews (mapping training against positions).</li> <li>Development of a leadership development program.</li> <li>Other projects as required.</li> </ul> </li> <li>Contribute to the development and delivery of in-house training programs.</li> <li>Contribute to the L&amp;D SharePoint (L&amp;D Hub), including adding pages.</li> <li>Assist the Team Leader L&amp;D to meet L&amp;D's reporting obligations.</li> <li>Assist with traineeships including enrolment administration and monitoring of progress, in consultation with the trainee's supervisor.</li> <li>Assist in promoting professional development opportunities and training events through email, the L&amp;D Bulletin, Inside Story Newsletter and other methods.</li> <li>Assist with quality improvement processes.</li> <li>Perform other duties as directed by the L&amp;D Team Leader.</li> <li>Actively participate in staff/team meetings and other organisational activities.</li> </ul>			

- Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times.
- Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles.
- Apply National Principles for Child Safe Organisations, as applicable for the role.

### EXPERIENCE & QUALIFICATIONS

<b>Essential</b>	<ul style="list-style-type: none"> <li>• An interest in Learning and Development and experience in coordinating events or training courses.</li> <li>• Experience in developing and delivering training.</li> <li>• Demonstrated ability to analyse and report on training options, feedback data and attendance data.</li> <li>• Proficiency with the Microsoft Office Suite of tools, in particular, PowerPoint and Excel.</li> <li>• Sound communication skills (both oral and written).</li> <li>• Demonstrated ability to build and maintain sound relationships with individuals at all levels of the organisation based on mutual respect and trust.</li> <li>• Ability to exercise judgement and discretion in handling sensitive and confidential enquiries and information.</li> <li>• Demonstrated understanding of professional boundaries, privacy and confidentiality.</li> <li>• Demonstrated ability to work with limited supervision.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience with ELMO HR system</li> <li>• A qualification in training or L&amp;D related field.</li> <li>• Experience building SharePoint/Web pages.</li> <li>• Ability to use advanced functions in Excel for data analysis.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Always demonstrate commitment to WCS' Purpose and Values and follow the WCS Code of Conduct.</li> <li>• Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration.</li> </ul>

<b>Document History</b>	<b>Original:</b> August 2023 <b>Revised:</b> June 2025 <b>Version:</b> V3				
<b>Employee's name</b>		<b>Signature</b>		<b>DATE</b>	