

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Learning &amp; Development Advisor</b>
<b>DIVISION / DEPARTMENT:</b>	<b>CEO Office/ People &amp; Capability</b>
<b>CLASSIFICATION LEVEL:</b>	<b>PACCT Level 6</b>
<b>MODE OF EMPLOYMENT:</b>	<b>Full Time Ongoing</b>
<b>*LOCATION:</b>	<b>555 La Trobe Street, Melbourne</b>
<b>Date:</b>	<b>April 2023</b>

\*Note that the incumbent may be required to operate from any work sites of the Institute

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### GENERAL INFORMATION ABOUT THE INSTITUTE

William Angliss Institute is the government endorsed specialist training provider for the foods, tourism, hospitality and events industries and is recognised as Australia's leading provider of training for these key industry sectors. The Institute aims to provide excellent vocational education and training services for industry, students and government in Victoria, Australia and internationally.

Programs offered by William Angliss Institute range from one-day courses and weekend industry training, through to apprenticeships, nationally recognised certificates and two-year full-time advanced diploma programs. Specialist degree programs extend the Institute's portfolio to provide higher level business and management education. Close links with industry and continuing innovation in the delivery of services ensure the relevance of programs to today's workplace.

### GENERAL INFORMATION ABOUT THE DEPARTMENT

The role of the People and Capability Department is crucial to effective people management within the Institute, providing comprehensive services, support tools and advice to assist managers in: Recruitment and Selection; Employee Records Administration; Health Safety & Wellbeing; Managing Diversity; Human Resources Information Systems; Workforce Management; Salary Determinations/Classifications; Employee Relations; Professional Development and Performance Management

In addition, the People and Capability Department develops human resources policies and procedures and contributes in a substantial way to the formulation and ratification of these policies throughout the Committee structure of the Institute. Once the policies are officially approved, it is the role of the Department to implement them across the Institute. The People and Capability Department also plays a very important role in the forward planning processes of the Institute by contributing to the strategic plans of the Institute and specific human resources projects.

### PRIMARY PURPOSE & OBJECTIVES OF THE POSITION

Coordinate the Institute's learning and development (L&D) function to ensure the Institute's strategic and business objectives are met.

Identify and implement future organisational development required to support the Institute's Strategic Plan that will ensure the future viability and success of the Institute.

Coordinate L&D projects and workforce development initiatives to support the Institute's Strategic objectives e.g. succession planning and leadership development projects, in consultation with the Business Partner, People and Capability.

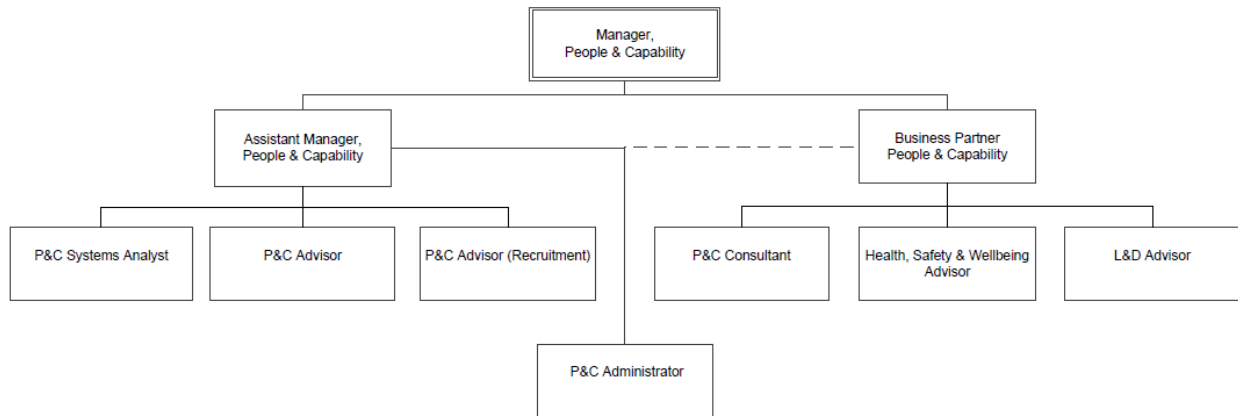
Regularly monitor staff qualifications, skills and training needs; plan and coordinate appropriate development activities; and encourage staff attendance at development activities to enable staff to meet their job outcomes.

Manage and maintain L&D systems and processes, and continuously seek out and implement process improvements where possible to streamline processes and procedures.

## REPORTING RELATIONSHIPS

This position reports to the Business Partner, People and Capability (BPP&C).

There are no staff reporting to this position.



## KEY RESPONSIBILITIES

In conjunction with the Business Partner, People and Capability, develop and implement an L&D Strategy and calendar of L&D programs that supports the Institute's Strategic Plan and business objectives.

Support the BPP&C in identifying development and training needs across the Institute including capability planning and supporting people leaders to develop succession plans, workforce plans and recommend contemporary approaches to build skills and capability.

Design and develop learning methods for maximum impact across the range of needs and learning requirements for the institute.

Coordinate L&D initiatives and programs as guided by the BPP&C to support the Institute's strategic and business objectives e.g. Capability framework, leadership programs.

Identify and coordinate the end-to-end logistics of implementing L&D activities including but not limited to: researching and sourcing training facilitators, book training, planning activity content and materials, organise catering, coordinate the training evaluation process.

Identify, implement and evaluate appropriate training evaluation measures in support of continuous improvement of L&D practices and systems.

Coordinate professional development initiatives (i.e. Education Assistance and Study Leave program) and processes, ensuring relevant documentation is approved and processed prior to authorising payments to employees.

Coordinate and facilitate new employee induction training across the Institute.

Develop engaging written communication to inform and promote L&D programs and activities and encourage staff attendance at development activities to meet their personal and professional development objectives.

Coordinate L&D meeting requirements including agenda and minutes for the L&D Committee in line with the Committee Terms of Reference

Prepare reports on training for key stakeholders as required (i.e. People Management Report)

Monitor and report on compliance of staff qualification, skills and experience in line with the employee roles.

Research current L&D practices, models and initiatives in order to maintain best practice benchmarks for L&D initiatives.

Monitor and report the L&D expenditure and budget to management ensuring accordance with policy and management direction.

Review, update and develop L&D/ P&C policies, procedures, guidelines, forms and associated documentation as required.

Keep staff informed of VET compliance and training activities for the Institute including scholarship and fellowships.

### **Other Responsibilities:**

- Interact and engage with stakeholders in a manner that is consistent with WAI values and code of conduct.
- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Specific performance objectives will be negotiated as part of the Institute's regular performance review process.
- The incumbent will be required to comply with the Institute and Public Sector Code of Conduct, Occupational Health and Safety Policy and Procedures, Child Safety Policy and Procedures, Managing Diversity Policy and Procedures and any other relevant legislation, policy, procedures or practices.
- Be familiar and ensure compliance with the relevant state and territory Vocational Educational and Training (VET) Government Funding Contract at all times by meeting contractual requirements of the Contract(s) and ensuring all staff are aware of their responsibilities mandated by the Contract(s). Ensure that internal and external audit recommendations that relate to the relevant VET Government Funding Contract(s) are actioned and implemented on a timely basis and reported accordingly.

***In accordance with the William Angliss Institute of TAFE PACCT Staff Enterprise Agreement 2021 (PACCT EBA), the following descriptions apply for PACCT LEVEL 6 positions:***

### **EDUCATION, TRAINING AND EXPERIENCE**

*Education, Training and Experience means the type and duration of training which the duties of the classification level typically require for effective performance. Training is the knowledge through formal education, on the job instruction or exposure to procedures.*

Relevant Degree or relevant post graduate qualification and experience; or lesser formal qualifications with substantial experience and management expertise in technical or administrative fields; or an equivalent combination of relevant experience and/or education / training.

## **TASK LEVEL**

*Task Level means the type, complexity and responsibility of the tasks typically performed by staff within each proposed classification level.*

- Supervision of others to achieve specified objectives.
- May contribute to the development and interpretation of policy that has an impact beyond the immediate functional area.
- Independently relate existing policy to work assignments or rethink the way a specific body of knowledge is applied in order to solve problems.
- May involve an individual working in a specialised discipline.
- May prepare and monitor work area budget.
- Provide sound advice in the area of specialist expertise.

## **JUDGEMENT AND PROBLEM SOLVING**

*Judgement is the ability to make sound decisions, recognising the consequences of decisions taken or actions performed, and Problem Solving is the process of defining or selecting the appropriate course of action where alternative courses of action are available.*

- Exercise independent judgement and decision making skills with the ability to understand and independently relate existing policy to work assignments.
- Adapt procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques to new situations. Relevant guidance and advice are usually available.
- Interpret policy that has an impact beyond the immediate work group.
- May be relied upon to provide accurate specialist advice.

## **SUPERVISION AND INDEPENDENCE**

*Supervision and Independence means both the way in which positions are supervised, managed or held accountable, and the degree of independence which applies in supervising or managing other staff or contractors. Independence is also the extent to which a staff member can work independently without supervision or direction.*

- Position operates with broad direction and work will be performed at a professional or supervisory level with clearly established objectives, strategies and methodologies.
- The employee may have supervisory line management responsibility.
- Decisions and actions taken will impact upon programs and projects being managed.
- Contribute to the development of long term operational strategies.

## **ORGANISATIONAL RELATIONSHIP AND IMPACT**

*Organisational Relationship and Impact means the level of knowledge and awareness of the organisation, its structure and functions that would be expected in the performance of the duties of the position, and the purposes to which that organisational knowledge and awareness may be put.*

- Understanding the immediate goals of the Institute and the legal context in which the Institute operates.
- Detailed knowledge of policies and the impact they have upon the activities of the organisation.
- May be required to negotiate with other work areas to achieve objectives that may impact upon other areas of the Institute operations.

## **INTERPERSONAL SKILLS**

*Interpersonal Skills means the level of communication skills both verbal and written and the scope of the circumstances where the staff member is expected to use these skills.*

- Ability to gain co-operation and assistance from others, including those supervised where appropriate, clients and members of the public, to achieve the identified objectives.
- The ability to motivate and develop employees.
- Liaise, on an individual and team basis, with employees at all levels of the Institute and with counterparts in other organisations to discuss alternative strategies and with other employees to resolve intra-organisational problems. In the field of expertise influence decisions both within and external to the work area.

**Note: PACCT Staff at this level must also be competent in meeting criteria detailed for the previous level as per Schedule 2 of the PACCT EBA**

## **KEY SELECTION CRITERIA**

1. Relevant Degree or relevant post graduate qualification and experience (ideally in human resources, learning and development or organisation development); or lesser formal qualifications with substantial experience and management expertise in technical or administrative fields; or an equivalent combination of relevant experience and/or education / training.
2. Highly developed interpersonal, communication and collaboration skills, with the ability to gain cooperation and assistance from others to achieve the identified objectives and targets.
3. Strong written communication skills and demonstrated experience in writing engaging communication in a L&D/P&C context
4. Highly developed analytical and problem solving skills with demonstrated experience to implement and follow through recommendations.
5. Demonstrated experience coordinating the L&D function for staff of an organisation. This includes identifying workforce development initiatives and L&D needs and planning an annual calendar of events for an organisation within budget.
6. Intermediate excel skills and previous experience compiling comprehensive workforce reports for senior management and Executives, in particular inputting, extracting, collating, manipulating and analysing data.
7. Proven ability to work effectively and with initiative, as both a member of the P&C team and autonomously.
8. Demonstrated behaviours that align with the William Angliss Institute Values.

## **Desirable**

Certificate IV in Training and Assessment together with training.

## **SPECIAL CONDITIONS**

A current Police Record Check and a Working with Children Check is required prior to commencement.

## WILLIAM ANGLISS INSTITUTE STRATEGY 2021 - 2023

**Statement of Vision:** To be the first choice educational provider for foods, tourism, hospitality and events in Australia and internationally across locations in which we operate.

**Statement of Mission:** To deliver the highest quality specialist skills and educational programs to inspire and empower our students whilst adding value to our industry across all sectors and engaging with our diverse communities.

**Business Strategy:** To be the first choice provider for foods, tourism, hospitality and events education training and industry services.

To use differentiation, based on William Angliss Institute's specialist expertise, broad range of programs (vocational and higher education) and quality of facilities, our connection to the industry community and our corporate experience.

To grow in a manageable and profitable manner working to achieve the owner's target for financial sustainability.

### STRATEGIC THEMES

William Angliss Institute has established a 10 year vision of its strategic priorities. In looking to 2030 the six strategic priorities are:

- Innovation and the Learning Experience
- Future Focused Knowledge and Skills
- Optimising International Opportunities
- Skills and Industry Partnerships
- Capability and Capacity
- Leading Facilities and Infrastructure

The 2021 - 2023 Strategic Plan sits within the 10 year planning horizon.

**William Angliss Institute's Strategic Plan 2021 - 2023 seeks to support:**

1. Education excellence
2. Enhancing Student Experiences
3. Partnerships
4. International Development
5. Innovation
6. Sustainability

### INSTITUTE VALUES

Personal Responsibility:	accountable, responsive, with integrity, respect and impartiality and acknowledging human rights
Inspiration:	passionate, stimulating and optimistic
Empowerment:	nurturing, encouragement and challenging
Community:	sharing, partnership and connections
Expertise:	leadership, innovation and industry practice