

Position Description Form

Position Title: Learning and Development Consultant	
Department: Organisational Learning	
Position Reports to: Head of Organisational Learning	
Direct Reports: Nil	
Position Description Issue Date: 22 March 2018	Updated 21/6/18
Location: Preston Campus	
You are employed to work at Melbourne Polytechnic, a multi-campus institution. Accordingly you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Manager responsible for your area.	

About Melbourne Polytechnic

Melbourne Polytechnic offers the perfect combination of higher education and vocational learning, delivered by teachers with real-world experience and expertise. Through a network of six metropolitan campuses and a regional campus in Ararat, Melbourne Polytechnic offers a range of degrees, certificates and diplomas across the whole higher education and vocational training spectrum.

Position Purpose

- Facilitate the implementation of appropriate professional development programs to increase the knowledge and skill sets of Melbourne Polytechnic employees
- Consult with management from schools and services areas, Executive team and People and Culture to identify capability gaps and means of addressing.
- Work as part of the OL&CD team to facilitate educationally focused, learning and development opportunities for staff to enhance and grow their capabilities.

Key Responsibilities

Learning and Development Solutions

- Conduct capability needs analyses to identify capability gaps.
- In consultation with managers and People and Culture prepare recommendations for professional development programs and L&D programs to fulfil identified capability gaps
- Coordinate the planning, developing and overseeing the delivery of programs for relevant in-house training, workshops and compliance training.
- Scope new training initiatives in consultation with key stakeholders where appropriate
- Collaborate with internal and external subject matter experts to assist in the design and facilitation of training programs.
- Collaborate with P&C Consultants to ensure alignment with current programs, policies and processes.
- Ensure training solutions are developed for specific needs using best practice methodologies and based on adult learning principles.
- Apply evaluation tools to measure the effectiveness of learning and development initiatives, revise content and ensure that objectives and learning outcomes have been met.

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- Provide advice and consultation in best practice learning and career development areas
- Plan, design and deliver online materials and resources to enhance staff understanding of Melbourne Polytechnic culture and organisational standards in consultation with People and Culture.

Organisational Development

- Support the Executive Director People and Culture and Head of Organisational Learning to drive and implement Institute wide strategic goals and leadership and culture initiatives
- Facilitate and enable the development of networking and knowledge sharing communities of practice to inspire innovation and encourage collaboration across divisions.
- Collaborate with the Head of Organisational Learning and Senior People and Culture Consultants to design, and implement appropriate learning solutions on topics including leadership, performance management, team building and key organisational capabilities.
- Assist with the implementation of the performance management system of the CHRIS21
- Support the Executive Director People and Culture and Head of Organisational Learning in the management and delivery of the Leadership Development Program.

Coordination of Learning and Development Programs and Initiatives

- Coordinate the learning and development events calendar and OL&CD communications on the Intranet, including share point and internal social networking tools.
- Coordinate in-house learning and development activities including attendance, venues booking, training materials and equipment.
- Assist the Head of Organisational Learning with the planning, development and implementation of the OL&CD program.
- Write business cases, including costs estimation for budget approval.
- Contribute to implementation of learning and development framework and the strategic direction of the Organisational Learning and Career Development team.

Administration

- Use SharePoint for management of the end to end process of professional development requests in the PD dashboard.
- Coordinate arrangements for external professional development activities including travel arrangements, registrations and other requirements.
- Maintain up to date OL&CD documentation, user guides, policies and procedures.
- General administration for record keeping purposes.
- Development of written reports, data analysis, recommendations and presentations to management and other stakeholders as required.
- Ensure documentation created is accurate, up to date and submitted within set timeframes.
- Use Finance One for management of end to end procurement and payment of financial statements.
- Participate in Quality Audits and documentation on completion.
- Implement continuous improvement processes.

Staff Engagement

- Provide advice and recommendations to the Safety, Health and Wellness team for initiatives such as Good Health week, mental health, first aid, fire warden training
- Collaborate with Internal Communications and P&C to design, deliver and evaluate staff engagement activities such as Harmony day, Staff Excellence and Service Recognition awards
- Assist in the implementation of strategies aimed at meeting Key Staff Survey objectives in consultation with Executive Director People, Culture and Organisational Development, the Head of Organisational Learning and Internal Communications and Engagement Officer

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System management

- Utilise Chris 21 (Comprehensive Human Resource Integrated Solution) to record professional development activities.
- Maintain and Update OL&CD SharePoint page, create solutions in SharePoint to optimise the registration for in-house training.
- Prepare data extracted from the PD dashboard and records form in-house training sessions to import to CHRIS21
- Curate videos and other materials for the intranet

General

- Adhere to all Melbourne Polytechnic policy and procedures
- Liaise with external groups and individuals in relation to the work of the team
- Work collaboratively with teaching and non-teaching departments
- Keep current on learning and development design and methodology

Key Relationships

Internal

People and Culture Consultants
Manager Human Resources
SE2 Learning and Teaching
Melbourne Polytechnic Management and Staff

External

External Service Providers

Key Performance Indicators (KPI)

To be developed with the Department Manager

Key Selection Criteria

1. Demonstrated experience in project management including scope writing, planning delivery and evaluation
2. Demonstrated sound conceptual and analytical skills within the problem solving context with a view to resolving operational and policy based issues.
3. Proven commitment to understanding and meeting client needs with integrity and confidentiality
4. A strong knowledge of and commitment to adult learning principles, including the ability to design blended learning solutions to address a diverse audience
5. Well-developed computer literacy including Office 365 products, Learning Management Platform (Moodle) and Human Resource Information System/s.
6. Excellent collaborative working skills and relationship building both internally and externally.
7. Highly developed written and verbal communication skills.
8. Manage personal workloads through prioritisation and effective time management.

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9. Ability to implement Occupational Health and Safety and Anti-Discrimination strategies as appropriate to the position.
10. Demonstrated commitment to continuous improvement strategies and quality assurance.
11. Relevant post graduate certification
12. Certificate IV in Training and Assessment (TAE40110) or equivalent is desirable
13. Demonstrated extensive experience in design, delivery and assessment of learning and development for a range of skill levels and formats.

Behavioural Competencies

At Melbourne Polytechnic all staff will behave in accordance with our Values of:

- Authenticity
- Shared Commitment
- Future Focus
- Operational Excellence
- Courage
- Ownership

Safety Issues Significant to the Position

e.g. Manual handling and extensive use of keyboard operation and visual display unit, as it relates to an office environment.

Health and Safety

All employees are responsible for:

- Compliance with the Institute policy, safety systems and applicable health and safety legislation and regulations
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly
- Recommending improvements to health and safety practices
- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace
- Assisting in timely completion of any corrective action in accordance with reporting/investigation procedures
- Participating in relevant health and safety induction, training and other relevant activities
- Using and maintaining all safety equipment provided

Sign Off

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<i>Employee's Name</i>	<i>Department Manager's Name</i>
<hr/> <i>Employee's Signature</i>	<hr/> <i>Department Manager's Signature</i>
Date: / /	Date: / /