

POSITION DESCRIPTION

Job Title:	Learning and Development Specialist
Classification	SCHADS 4.1
Business Unit:	Education and Advocacy
Reports To:	Director – Education and Advocacy
Direct Reports:	Nil
Location	Negotiable but at least 50% of time in the office
Hours	20 hours per week
Date Updated:	May 2021

About Red Nose

Red Nose is a not for profit organisation working to save little lives through research and education and support families impacted by the death of a baby or child during pregnancy, infancy and early childhood.

The Education and Advocacy team have overarching responsibility for leading development and delivery of our education, research and advocacy strategies as well as overseeing the development of new and emerging programs that will support the organisational vision. This team also contributes to the organisational mission and vision through ensuring easy access to safe sleep, safer pregnancy and best practice bereavement education across Australia.

Position Purpose

Red Nose prides itself on being a learning organisation, working hard to ensure that our own staff and volunteers have access to the best available evidence-based information and resources upon which to train and educate others including new parents, child care workers and health professionals. We also aim to provide a suite of education products including online learning for those audiences. Specifically, we aim to build skills in safe sleep, good bereavement care, grief and loss and reducing risk during pregnancy.

Our education offerings have grown organically over time and we now need to establish a strategy for moving forward, ensuring that our education programs deliver behaviour change and are based on adult learning principles. This role will also be responsible for conducting training needs analysis, developing standard training packages and furthering our commitment to online learning and alternative platforms for learning opportunities.

Key Internal Relationships

- Education Team
- Fundraising and Marketing Team
- Chief Midwife
- Executive Team

Key External Relationships

- Key industry stakeholders
- Existing and future clients
- Health Professional bodies
- Education sector professionals

Key Tasks

- Ensure Red Nose Education products are fit for purpose and underpinned with the latest evidence
- Review existing training products and provide support to improve the outcomes they deliver.
- Assist in establishing an appropriate cost structure for external training
- Assist in education product evaluation including data collection and evaluation processes
- Create impactful reports and communicate evaluation of training to relevant stakeholders
- Implement changes to training as required
- Develop Red Nose digital and face to face learning standards

- Ensure all Red Nose staff and volunteers have up to date training records indicating their suitability to deliver content
- Drive and lead the development, implementation and sustainability of a suitable Learner Management System
- Identify technologies that can be used to modernise and personalise learning
- Create business cases to support new technologies and how they can support learning and practice
- Manage internal and external stakeholders in regard to all new digital learning projects
- Manage the change management, learning and upskilling required with any new learning technologies
- Undertake all training required to understand and accurately use Red Nose systems and processes.
- Contribute to the development of an excellent high performing team culture.
- Comply with OH&S requirements.

Experience & Qualifications

Essential	<ul style="list-style-type: none"> • A tertiary qualification in learning and development or a related discipline. • At least 3 years' experience in developing learning packages • Excellent consulting skills, able to work with a broad range of professionals internally and externally • Demonstrated project management skills
Desirable	<ul style="list-style-type: none"> • Experience with Teachable would be advantageous • Cert IV Training and Assessment

Skills & Technical Expertise

Essential	<ul style="list-style-type: none"> • Excellent knowledge of online learning technology • Demonstrated experience working with online learning technologies • Experience and enthusiasm for developing different platforms for learning • Demonstrated experience in conducting training needs analysis and development of training courses • Proficient at Microsoft Office and report development • Excellent time management skills, able to be flexible and manage competing priorities
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Personal Attributes

Essential	<ul style="list-style-type: none"> • Welcoming – creating spaces of comfort, collaboration and belonging • Courageous – comfortable with the uncomfortable. willing to have a go, identify mistakes and learn from them • Accountable – demonstrating integrity in everything you do • Respectful – valuing the contributions of all • Everyone together– working together with passion for our cause
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Quality, Safety and Improvement

	<p>Red Nose employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:</p> <ul style="list-style-type: none"> • Acting in accordance and complying with all relevant Safety and Quality policies and procedures; • Identifying risks, reporting and being actively involved in risk mitigation strategies; and • Participating in and actively contributing to quality improvement programs • Complying with all relevant clinical and/or competency standards.
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Checks – employment subject to:

Essential

- National Police Check
- Working with Children Check [only required for roles working directly with children]
- Driver's Licence [if travel is required].

Authorisation

Position authorised by: [Relevant Exec.]

Employee signature: _____

Date: ____/____/____