



Learning & Development Manager

EMPLOYMENT STATUS			
Status	FT or PT (0.8)	Award	ACCHO
Hours per week	38 or 30.4	Classification	As per contract
Length of Term	12 months	Salary	As per contract
Reports to	Strategic HR Manager	Additional Benefits	Access to Salary Packaging
Secondary Report	ED Corporate Services	PD Review Date	12 months

ORGANISATIONAL CONTEXT	
	<p>The Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).</p>
<p>BDAC was founded to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.</p>	

LOCAL WORK ENVIRONMENT
<p>Bendigo and District Aboriginal Co-operative provides a range of specialist services for clients based primarily in the Dja Dja Wurrung area, including Health and Wellbeing services, Family and Community Services and Corporate services.</p>

POSITION OBJECTIVE
<p>The Training and Development Manager is a project role for a period of 12 months, reporting to the Strategic HR Manager.</p>
<p>This position will be responsible for designing and developing a new BDAC training framework for all staff, focused on technical capability development, line management skills and leadership development for current and emerging leaders. This role will need to consult widely with staff and managers and apply contemporary learning and development methodologies in the development and implementation of the framework.</p>
<p>The Learning and Development Manager will be focused on achieving our strategic objective of 'Our People: Deadly, Skilled and Supported' which will enable us to deliver better and improved health outcomes and quality of life for our Aboriginal community.</p>
<p>This role will also need to develop and implement programs with consideration for Aboriginal culture and cultural safety and with the objective of supporting the foundation principles of the right of Aboriginal people to self-determination.</p>

BDAC'S VISION AND CORE VALUES	
<i>"Empowered generations belonging to strong families, culture and community"</i>	
<u>LEAD</u>	We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community.
<u>OPENNESS</u>	We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.
<u>RESPECT</u>	We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.
<u>EXCELLENCE</u>	We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.

KEY POSITION RESPONSIBILITIES	
Primary Responsibilities	<p>This role is responsible for:</p> <ul style="list-style-type: none"> • Undertaking training needs analysis (TNA) for all roles to identify the technical capabilities and minimum requirements required for all roles • Identifying current and future workforce capability requirements • Evaluating individual and organizational development needs • Developing a learning and development strategy and operational plan • Creating an overarching framework for technical capability development, based on the TNAs • Creating an overarching framework for management capability development • Creating training plans for particular roles, in consultation with line management to ensure minimum technical competency levels are attained by all employees in each team • Developing a process by which staff can be assessed against the capability frameworks to identify future individual training needs, for inclusion in staff development plans • Developing a leadership development program for existing and emerging leaders • Developing a management development program for both Team Leaders and Senior Managers • Developing a leadership development program for Senior Leaders, as well as a separate program for emerging leaders • Identifying external training and development opportunities available to Indigenous staff • Identifying external training and development providers, capable of delivering on our objectives • Providing advice on appropriate training technology, including e-learning and/or other technology based training methods • Embedding and then handing over to the HR Team, the capability frameworks and training plans. • Collaborating and working together with the Leadership Team to inform the L&D strategy and support shared implementation.

Administration & Compliance	<ul style="list-style-type: none"> • Model and abide by BDAC Values, Code of Conduct and Policy and Procedures; • Maintain confidentiality of all matters relating to BDAC staff; • Ensure that you participate in team meetings, staff meetings and other community activities as requested; • Ensure that you adhere to legislative requirements; • Ensure that you report any risks identified immediately to your line manager; • Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures; • Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures; • Participate in Continuous Quality Improvement (CQI) activities, if required.
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COMMITMENT TO SAFETY

- All children have the right to be children and live free of abuse and neglect, so they can grow, learn and develop. Everyone within BDAC is responsible for ensuring a culture of child safety; preventing child abuse and abiding by the Child Safety Principles;
- BDAC is committed to the health and wellbeing of its employees and stakeholders;
- BDAC has a zero tolerance to all forms of violence.

KEY SELECTION CRITERIA

- Sound knowledge of current learning and development theories and methodologies
- Demonstrated ability to create a learning and development strategy and operational plan
- Demonstrated ability to conduct a training needs analysis to identify capability requirements
- Demonstrated ability to design and develop an organization specific learning and development framework, which encompasses technical capability development, management skills and leadership development
- Demonstrated ability to deliver projects on time and which achieve objectives
- Highly developed stakeholder and relationship management skills, with proven ability to collaborate and create partnerships to influence positive learning outcomes
- Strong verbal, written and interpersonal communication skills
- Strong computer skills including Word, Excel, Powerpoint

Preferred / Desired / Mandatory Education, Training and/or Competencies

- Tertiary Qualifications in HR or Education (or related discipline) and/or extensive experience in a similar position (essential)
- Certificate IV in Training and Assessment (highly regarded)
- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control (preferred)

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check;
- Must pass and hold a Working with Children's Check throughout employment;
- Must hold current full Victorian Drivers Licence and provide a copy;
- Must provide a Work Employment History statutory declaration; and
- Must have the right to work in Australia.

EMPLOYEE STATEMENT

I have read, understood and accepted the above position description of the Learning and Development Manager position.

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....