



Learning & Organisational Development Advisor

Location:	Parkville and remote
Division:	People and Culture, Employee Experience
Classification:	Commensurate with Experience
Employment type:	Fixed term contract until 30 June 2023
Position reports to:	Manager Organisational Development

1. POSITION PURPOSE

The Learning & Organisational Development Advisor (L&OD) position's purpose is to support Orygen staff to deliver high quality research, leadership and care to young people and families through the development, coordination and administration of learning and organisational development solutions that lift staff experience and capability.

2. POSITION SUMMARY

The L&OD advisor will play a critical role in the Organisational Development (OD) team. The role is accountable for the development, implementation and maintenance of an organisation wide Learning Management System (LMS), the design and implementation of best practice learning and development solutions and the coordination and administration of OD projects.

The role will work closely with the OD Manager and the broader Employee Experience (EX) and People and Culture teams to deliver Orygen's strategic priorities. It will also partner with stakeholders across the organisation including but not limited to ICT, Internal Communications, and Client Groups in ensuring high quality outcomes for staff and Orygen.

Position Context is missing from the standard template please

3. KEY RESPONSIBILITIES

Learning and Organisational Development

- Design practical evidence-based learning and development solutions and resources.
- Review current resources to ensure they are meeting the requirements of the organisation and provide recommendations for improvements
- Collaborate with Managers to identify staff development needs and design bespoke advice and recommendations that deliver outcomes
- Coordinate the organisation wide new employee induction program.
- Develop, and implement program evaluation tools that provide meaningful and reportable data
- Support the OD team to develop and imbed fit for purpose strategies including but not limited to Diversity, Equity and Inclusion, and performance strategies.
- Manage the administration of staff engagement surveys
- Collaborate with the OD Manager to design and implement P&C communications plan.

LMS implementation and management

- Implement new LMS across Oryen
- Manage all employee LMS enquiries in a timely fashion, provide solutions and ensure positive user experience
- Develop clear, streamlined and user friendly LMS administration processes.
- Manage and maintain the data integrity of the LMS, ensuring user profiles are updated and compliance requirements are met.
- Partner with ICT team to ensure system integration and sustainability.
- Set up relevant LMS reports

Administration

- Support the OD team in developing papers, presentations and reports for stakeholders, including senior leaders.
- Manage relevant Outlook mailboxes ensuring high quality service delivery to stakeholders within agreed timeframes.
- Manage relevant Outlook calendars to support the planning and effective implementation of L&OD initiatives.
- Assist the broader Employee Experience and People and Culture teams as needed.

Stakeholder management

- Develop and maintain trusted relationships with relevant stakeholders.
- Engage in clear, consistent and timely communication with stakeholders as required.
- Articulate and address stakeholder needs

Reporting

- Produce timely and accurate LMS user and system reports.
- Produce high quality program and project evaluation reports linked to desired outcomes and inform recommendations.

4. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

4.1 Essential

- Experience in a similar role
 - Collegiate and collaborative team member, with experience in contributing to positive team and organisational culture.
 - Ability to challenge the status quo in a respectful way to implement change and new ways of working.
 - Ability to collaborate with and influence stakeholders to ensure positive outcomes are achieved
 - Can quickly grasp concepts, work in the detail but also the bigger picture.
 - Demonstrated experience in successful implementation and administration of LMS.
 - Experience designing, developing and implementing contemporary learning and development solutions that are practical and aligned to agreed outcomes.
 - Highly organised, demonstrates initiative and is outcome focused.
 - Ability to interpret data and provide commercial insights and recommendations for continual improvement
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- Excellent verbal and written communication skills.
 - Flexible and adaptable to changing work requirements.
 - Advanced IT/computer skills in Microsoft Word, Excel, Powerpoint and Outlook with experience in reporting, compiling and analysing data.

6.2 Desirable

- Experience with e-learning content creation tools (eg Articulate, Storyline)

5. SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.