

Position: Learning & Development Coordinator

NPYWC Program: Workforce Services

Employment Details: Permanent Full time

Location: Alice Springs based with occasional travel to the NPY region

Base Salary: \$109,016.82 - \$ 117,743.14 p.a (negotiable based on experience) with additional benefits

What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross-cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation, and this guides our work.

Your Team:

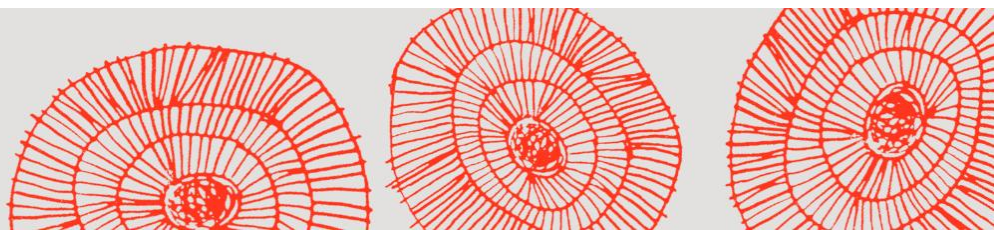
The Learning and Development Coordinator sits in the Workforce Services Team, working alongside colleagues across Human Resources, Work Health and Safety (WHS), Compliance, and Learning and Development. Together, the team plays a critical role in supporting a safe, capable, and values-driven workforce that delivers high quality services to our communities.

Workforce Services is committed to building workforce capability, ensuring legislative and compliance obligations are met, and creating opportunities for employees to learn, grow and succeed. A key focus of our work is the development and progression of Anangu employees. We are committed to supporting Anangu through meaningful employment, training, leadership pathways and professional

Your Role:

The Learning & Development Coordinator reports directly to the HR Manager and plays a vital role in supporting the growth and capability of NPY Women's Council staff. This position is responsible for coordinating learning, training, onboarding, and workforce development initiatives across the organisation, with a strong focus on empowering Anangu employees through tailored development and mentoring.

This role provides the opportunity to make a meaningful impact by building a culture of continuous learning and professional growth. You will be central to shaping and delivering the Learning and Development Framework, ensuring that training is aligned with organisational goals and compliance requirements. Your collaboration with teams across HR, Payroll, Risk,



development opportunities that strengthen individual capability and contribute to a strong and sustainable workforce.

As part of this team, you will contribute to a culture of continuous learning, collaboration and improvement, helping employees at all levels to develop the skills, knowledge and confidence needed to thrive in their roles.

The Workforce Services team is responsible for delivering strategic and operational workforce services that support NPY Women's Council's workforce and organisational objectives. The team provides expert advice and support across the employee lifecycle, including recruitment, onboarding, learning and development, employee relations, performance management, workforce planning, policy development, compliance, and workforce reporting.

Working collaboratively with managers and employees across the organisation, the Workforce Services team plays a key role in building organisational capability, supporting employee wellbeing, fostering a positive workplace culture, and ensuring compliance with employment legislation and organisational policies.

As part of the Corporate Services division, the Workforce Services team is committed to delivering responsive, high-quality, and culturally safe HR services that enable the organisation to attract, develop, and retain a capable workforce while supporting the delivery of services across the NPY region.

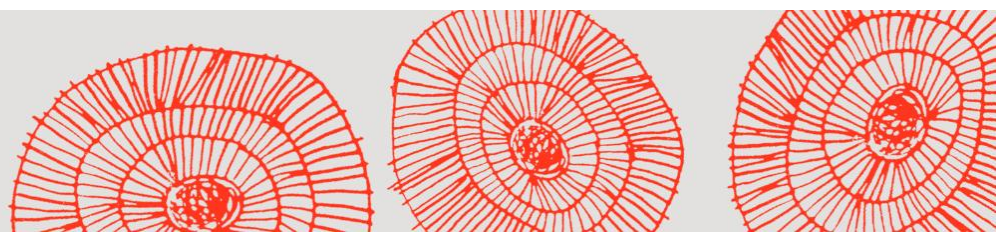
and Finance will support the integrity of learning systems and workforce data, while your work in evaluating and refining programs will ensure they remain effective and responsive to emerging needs.

As the Learning and Development Coordinator, you will play a key role in scoping training needs, coordinating induction and orientation processes, developing training matrices and learning plans, and supporting student placements. This role requires strong stakeholder engagement, initiative, excellent organisational skills, and the ability to coordinate multiple learning and development initiatives across the organisation.

This role offers career development and the chance to work in a team that is passionate about building staff capability, especially among Anangu employees, while contributing to important organisational improvement initiatives.

Your Responsibilities:

- Act as the primary point of contact for all training and development related queries, troubleshooting issues and ensuring a seamless user experience for staff
- Liaise with teams to identify emerging training needs and adapt learning resources accordingly



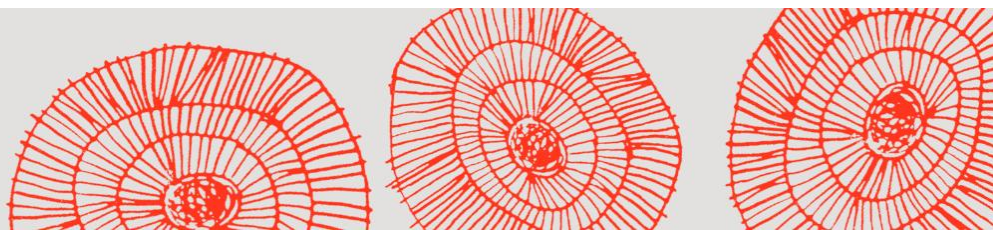
- Monitor and report on compliance with mandatory training, proactively following up with teams to ensure all requirements are met.
- Collaborate with HR, Payroll, Finance, Risk and Safety Coordinator to ensure the integrity and accuracy of people-related processes and data.
- Support the continuous improvement of learning and development systems, processes, and resources through regular feedback and evaluation.
- Promote a culture of learning and professional development by championing best practices and encouraging participation in capability-building activities.
- Champion and maintain NPYWC's learning and development framework.
- Develop a training matrix.
- Coordinate the ongoing scoping of team learning needs.
- Identify Anangu employees to develop and mentor including compliance administration, identification and support of training needs and coordination of mentors.
- Develop and support individual learning and development plans in collaboration with employees and supervisors.
- Coordinate and evaluate the organisation's new starter orientation program.
- Coordinate all aspects of student placements including stakeholder engagement with Academic Institutions.
- Manage learning administration, training records, content management and evaluation activities
- Contribute to the design, development and implementation of NPYWC training materials.
- Maintain effective systems of recording and disseminating relevant information.
- Monitor and evaluate the effectiveness of learning and development programs and recommend continuous improvements.

Skills and Experience:

- Experience in coordinating learning and development initiatives, including the design, delivery, and evaluation of training programs (Essential).
- Demonstrated experience supporting staff onboarding, induction, and compliance training processes in alignment with organisational frameworks and goals.
- Demonstrated ability to identify workforce capability needs and develop practical learning and development solutions.
- Experience mentoring and supporting staff, including the development of individual learning and development plans, with a focus on empowering Aboriginal employees (Desirable).

Qualifications:

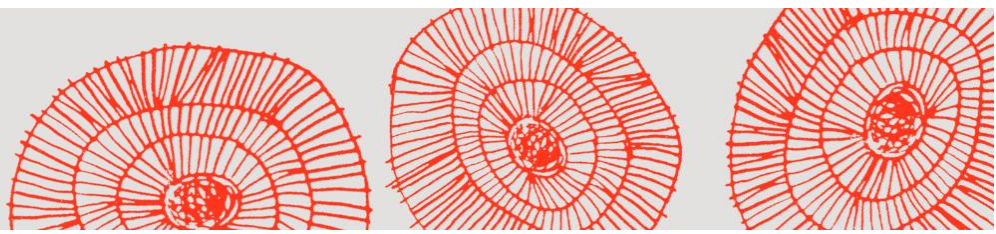
- Certificate IV in Workplace Training and Assessment (or willingness to obtain)
- Additional qualifications or experience in community development or Aboriginal and Torres Strait Islander engagement will be highly regarded.



- Strong communication and interpersonal skills, with the ability to engage effectively with a wide range of internal stakeholders, including senior leaders, and external partners such as academic institutions.
- Ability to support and promote a culture of learning and continuous improvement across diverse teams.
- Strong organisational and time management skills, with the ability to manage multiple priorities, work under limited direction, and meet deadlines.
- Experience in managing learning systems, training records, and compliance tracking, including developing tools such as training matrices.
- Knowledge of trauma-informed and strength-based practices (Desirable).
- General understanding, or willingness to learn, about current issues relating to working and living in remote Aboriginal communities.
- Experience working with Anangu, or people for whom English is a second language (Desirable).

Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require most remote based and travelling staff to have a current Australian driver's licence.



- A current First Aid certificate or a willingness to undertake training.
- Experience in operating a manual 4WD vehicle or a willingness to undertake training.
- A good level of health and fitness that matches the requirements of the role. If so required by NPYWC you may be required to undergo a pre-employment medical assessment.

We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

All information will be held in the strictest of confidence.

To find out more about this position, please contact HR Manager - Helen Robison on 0477 954 298 or Helen.robison@npywc.org.au. Visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)	Employee Signature	Date