

Position Description

POSITION TITLE:	Head of Learning & Workforce Development
POSITION TYPE & TENURE:	Full Time, Permanent
CLASSIFICATION:	Level 7 (upwards variation additional)
DELEGATION TIER:	TIER 3
POSITION NUMBER	P1010
REPORTS TO:	General Manager, Advocacy & Sector Impact
DIRECT REPORTS:	Learning and Workforce Development Team
LOCATION:	Major Capital City (Melbourne or Sydney preferred) Office and remote working available

ABOUT NO TO VIOLENCE

No to Violence is Australia's peak body for individuals and organisations committed to ending men's use of family violence. We provide training, sector development and policy advice and advocacy on behalf of members. We operate the Men's Referral Service, providing a counselling service and referral pathways directly to men who use violence. As a feminist organisation, women and children are at the centre of what we do - by ending men's use of family violence, families, individuals, and communities are safer.

POSITION SUMMARY

The Head of Learning & Workforce Development will lead No to Violence's learning and workforce development functions, strengthening workforce capability through high-quality learning, training and professional development opportunities that support the specialist men's family violence sector.

The role is responsible for leading the design, development, delivery and continuous improvement of No to Violence's learning and workforce development functions. It oversees learning products, training delivery, workforce development initiatives, trainer capability and quality assurance, ensuring learning offerings are evidence-informed, responsive to sector needs and aligned with organisational priorities.

Working collaboratively across the Advocacy & Sector Impact Division, the role will ensure policy, research, practice expertise and member insights are translated into high-quality learning and workforce development outcomes that strengthen capability across the specialist men's family violence workforce.

DELIVERABLES

Learning & Workforce Development Leadership

- Lead the development and implementation of No to Violence's learning and workforce development strategy.

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- Strengthen workforce capability through high-quality learning, training and professional development opportunities.
- Identify emerging workforce capability needs, learning opportunities and sector trends that inform organisational priorities.

Learning Products & Workforce Capability

- Oversee the design, development and continuous improvement of No to Violence's learning products and workforce development initiatives.
- Ensure learning products are evidence-informed, contemporary and responsive to sector needs.
- Lead innovation in learning design and workforce capability initiatives to meet emerging sector needs.

Training Delivery & Quality

- Oversee the delivery of contracted and public training programs, ensuring high-quality, consistent and sustainable delivery.
- Strengthen trainer capability, quality assurance and continuous improvement across learning programs.
- Monitor learning outcomes and evaluation data to inform continuous improvement and future product development.

Strategic Partnerships

- Build and maintain strategic relationships with education providers, government, members and sector partners that strengthen workforce capability.
- Identify opportunities to expand learning partnerships, accreditation pathways and innovative workforce development initiatives.
- Promote collaboration across the specialist men's family violence sector to strengthen professional development opportunities.

People Leadership

- Lead, support and develop the Learning & Workforce Development team.
- Foster a collaborative, inclusive and high-performing team culture.
- Manage performance, capability development and workforce planning.

Divisional Leadership

- Contribute to the leadership of the Advocacy & Sector Impact Division.
- Collaborate across functions to translate policy, research, practice expertise and member insights into high-quality learning and workforce development outcomes.
- Contribute to strategic planning, organisational improvement and cross-divisional initiatives.

WHAT WE ARE LOOKING FOR IN THIS ROLE

Skills

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- Proven people leadership skills, with the ability to lead, develop and inspire high-performing teams.
- Outstanding written, verbal and presentation skills.
- Demonstrated strategic thinking, planning and decision-making capability.
- Innovative, influential and collaborative approach to problem-solving and organisational improvement.
- Demonstrated ability to build and sustain productive and mutually beneficial stakeholder relationships.

Experience and Knowledge

- Demonstrated experience leading learning, workforce development or training functions within a complex organisational environment.
- Demonstrated experience leading, developing and managing high-performing multidisciplinary teams, including performance management, coaching and capability development.
- Extensive experience developing and delivering organisational learning, workforce development and training strategies.
- Strong understanding of adult learning principles, workforce capability, learning design and quality assurance.
- Experience working collaboratively with government, education providers and sector partners to strengthen workforce capability.
- Strong understanding of the gendered nature of family violence and evidence-informed approaches to working with men who use violence.
- Understanding of the specialist men's family violence sector and the role of No to Violence as Australia's national peak body.

Qualifications/Competencies/Licences

- Relevant tertiary qualification in education, learning and development, organisational development, psychology, social work, social sciences or a related discipline, or equivalent experience.
- Qualification in vocational education and training, or demonstrated understanding of the Australian VET sector, is desirable.
- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.

PSYCHOLOGICAL SAFETY REQUIREMENTS OF THE ROLE

- High cognitive and emotional demands associated with leading learning and workforce development in the specialist men's family violence sector, including engagement with complex, sensitive and potentially distressing practice content.
- Responsibility for people leadership, performance management, capability development and workforce planning, which may involve managing complex team dynamics, competing priorities or workplace conflict.
- Regular collaboration with government, education providers, members and sector partners, requiring careful stakeholder management, role clarity and professional boundaries.

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- Potential exposure to high workloads, deadlines, travel, public training delivery demands and competing organisational or sector expectations.
- Requirement to contribute to organisational change, continuous improvement and cross-divisional initiatives, which may involve ambiguity, change impacts and competing stakeholder views.

MITIGATIONS FOR PSYCHOLOGICAL SAFETY REQUIREMENTS OF THE ROLE

- Provide regular supervision, reflective practice and manager check-ins to support role clarity, workload management, emotional wellbeing and early identification of psychosocial risks.
- Ensure clear priorities, realistic timeframes, appropriate resourcing and active monitoring of workload, particularly during peak training delivery, product development, tender or reporting periods.
- Support access to debriefing, peer support, Employee Assistance Program services and other wellbeing supports where work involves exposure to distressing content, conflict or high emotional demands.
- Maintain clear decision-making, escalation pathways, communication protocols and role boundaries with internal teams and external stakeholders.
- Apply NTV's health, safety, risk management, bullying and harassment, complaints and incident reporting processes to identify, assess, control and review psychosocial hazards as part of normal work planning.
- Promote a psychologically safe team culture through inclusive leadership, respectful communication, consultation during change, timely feedback and encouragement of speaking up without fear of negative consequences.

EXPECTED FOR ALL NTV STAFF

- Act in accordance with NTVs code of conduct, policies and procedures and is committed to NTVs vision, mission, values and service standards.
- Promote a 'safety first' culture and acts in accordance with NTV health and safety policies and risk management systems.
- NTV values equity, diversity and inclusion and promotes an inclusive and collaborative work environment where all staff, volunteers and service users feel welcomed, respected and valued and encouraged to fully participate, irrespective of their individual differences in background, experience and perspectives.
- Be curious, reflective and open to continuous learning and new ways of working.
- Complete all mandatory training in a timely manner, to support the delivery of high quality, safe and effective services.
- Contributes to innovation, quality activities and continuous improvement and openly share information and knowledge to enable optimal outcomes for the organisation.
- Regional and interstate travel will be required from time to time.
- Members of the NTV leadership team may be required to attend Board of Governance and Board Sub-Committee meetings which typically take place in the evening. Attendance may be required up to 6 times per year, or as required.

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Signature of Job Holder _____ Date signed _____