

Position title:	Learning & Development Advisor	Reporting to:	Director People & Culture
Program:	Shared Services	Location:	Darwin
Approved:	Executive Manager Shared Services	Date:	AUGUST 2026
Comments:	Travel required		

Organisation Statement

Anglicare NT is a registered charity and quality accredited provider of human services across urban, regional, and remote Northern Territory. We demonstrate our values through strength-based, culturally safe, trauma informed and inclusive practices. Child safety, social justice, community development and partnership approaches drive our work. We commit to being an employer of choice and we monitor our impact, respect lived experience and advocate to meet the needs of Territorians and our diverse communities. Our focus is to make a sustainable difference through place-based initiatives, collaboration, innovation, and the Partnership Support Service.

What we do

We provide services across the lifespan including: early childhood, child youth and family supports; aged care packages, community access, outreach, home support and volunteer visitors; NDIS support coordination and personal supports; community housing, transitional accommodation, tenancy support and homelessness responses; financial counselling, money management, gambling amelioration, micro finance and emergency relief; prison chaplaincy, post release accommodation and support; counselling, mediation and parenting education; refugee and migrant support; mental health initiatives, headspace centres, recovery and community awareness activities.

Purpose of the Position

You will undertake a Learning and Development advisory role responsible for the design, delivery, coordination and continuous improvement of organisational learning, training and workforce capability initiatives. Working with a high level of autonomy, you will apply professional expertise to identify organisational capability needs, design practical learning solutions and deliver training that strengthens practice, supports service quality and aligns with Anglicare NT's strategic priorities. The role includes responsibility for end-to-end training programs, advisory support to managers, and the development of sustainable workforce capability approaches including trainer capability and learning frameworks across all areas

Selection Criteria

Position Specific Requirements

1. Experience coordinating and delivering workplace training or learning programs.
2. Demonstrated understanding of adult learning principles and training delivery
3. Strong organisational and coordination skills, including event and program management.
4. Experience developing or adapting training resources and materials
5. Experience using HRIS / LMS systems and maintaining training records.
6. Strong communication and stakeholder engagement skills
7. Ability to work independently and manage competing priorities

General Criteria

1. Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
2. Demonstrated understanding of the issues that impact Aboriginal and Torres Strait Islander people.
3. Demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
4. Demonstrated adherence to legislation, policies and procedures and a commitment to EEO, WHS, risk management and quality improvement practices.
5. Northern Territory Working with Children Clearance (Ochre Card).
6. National Police Criminal History Report (less than three months old) with acceptable outcome.
7. Ability to meet additional visa / overseas work compliance measures.
8. Northern Territory Driver's Licence.

9. Demonstrated currency of job specific vaccinations (and boosters).
10. First Aid Certificate (or willingness to obtain within agreed timeframe)

Key Responsibilities

1. Learning and Development Advisory

- Provide expert advice and guidance on learning, capability development and workforce planning.
- Analyse organisational training needs and develop targeted learning strategies and solutions
- Exercise independent judgement in prioritising learning initiatives aligned with organisational goals

2. Training Design, Delivery & Facilitation

- Deliver internal training programs (face-to-face, online and blended learning) in agreed capability areas.
- Design, adapt and maintain training materials, session plans and learning resources.
- Support subject matter experts and internal trainers to deliver high-quality training
- Coordinate and engage external training providers where required
- Contribute to the development of new training programs aligned to organisational needs

3. Capability Development & Workforce Uplift

- Design, develop and continuously improve training programs, frameworks and learning resources.
- Consolidate and adapt complex training content for diverse service delivery contexts
- Lead the development of new learning initiatives, including pilot programs and innovative delivery models

4. Systems, Reporting & Compliance

- Maintain accurate and up-to-date training records in HRIS / LMS systems.
- Monitor mandatory training compliance and participation rates.
- Produce reports on learning activity, capability gaps and outcomes.
- Support improvements to systems, automation and data integrity

5. Quality Assurance & Continuous Improvement

- Evaluate training effectiveness through feedback, data and stakeholder engagement. Word]
- Review and update learning content to ensure it is contemporary and fit-for-purpose. Word]
- Identify opportunities to improve learning delivery, access and impact.
- Ensure training reflects organisational values, trauma-informed and culturally safe practice

6 Stakeholder Engagement & Advisory

- Build strong relationships across programs, regions and teams.
- Provide responsive, practical advice on learning and capability development.
- Support managers to take accountability for staff development
- Contribute to improved clarity of L&D roles, responsibilities and service delivery

General Requirements

- Comply with Federal, NT and Local Government legislation, regulations, permits and / or by laws.
- Adhere to delegations, code of conduct, policies, procedures and general conditions of employment.
- Work within contract, program / project parameters and scope of practice.
- Comply with program guidelines, work plans, budget, data and reporting requirements.
- Comply with WHS requirements – remain vigilant and contribute to a safe working environment and maintain pandemic related and job specific mandated vaccinations (and boosters).
- Embrace organisational values, work cooperatively and help sustain a respectful workplace.
- Support and mentor work colleagues by sharing your skills, knowledge and strengths.
- Help implement our Reconciliation Action Plan and build an inclusive and culturally competent workforce.
- Maintain confidential client, staff and organisational information in line with requirements.
- Keep up to date with workplace communications, staff meeting records and the intranet.
- Contribute to planning, evaluation and continuous quality improvement activities.
- Participate in supervision, performance reviews and undertake approved training.

- Maintain attendance, payroll and leave records in accordance with procedures.

Delegation of Authority

As per Board approved Delegation of Authority Schedule and aligned position classification (noting content will updated from time to time).

This position may be asked to provide supervision to students on field placements (where an employee has the qualifications to do so) and / or on the job assistance to new entrant employees.