FORM 092

05/13

Section 1 – POSITION Identification

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| **Position number:** | 004981 |
| **Title:** | Learning Development Facilitator |
| **Classification:** | Level 5 |
| **Directorate:** | Policy and Learning Development |
| **Division:** | Learning Development |
| **Section:** | Learning Development |
| **Award/Agreement:** | Public Service Award 1992; relevant Public Service and Government Officers General Agreement |
| **Location of position:** | Bennett Street, East Perth |

**SECTION 2 – REPORTING RELATIONSHIPS**

Department for Child Protection and Family Support

**Registered Copy**

**June 2016**

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| --- | --- |
| **POSITION TITLE** | **CLASSIFICATION** |
| Director Learning Development | Specified Calling Level 5 |

***Reports to***

|  |  |
| --- | --- |
| Program Leader | Level 7 |

***Reports to***

|  |  |
| --- | --- |
| This position | Level 5 |

**Positions under direct supervision:**

|  |  |
| --- | --- |
| **Title** | **Classification** |
|  |  |

**SECTION 3 – DEPARTMENT VALUES**

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| * We value respect * We value openness | * We value team work * We value responsiveness |

### SECTION 4 – STATEMENT OF RESPONSIBILITIES

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| The **Learning Development Facilitator** is responsible for:  •Developing, delivering, and evaluating learning and development programs, including client application systems.  •Analysing and assessing learning development and client applications needs for service delivery. •Working collaboratively with their own team and other staff ensuring a service delivery culture and style that is based upon honouring commitments, fostering team spirit and building relationships.  •Designing and delivering flexible learning opportunities as required.  •Developing and maintaining best practice approach in learning and development within CPFS and other sectors. |

### SECTION 5 – KEY RESPONSIBILITIES

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| **No** | **Key Responsibility Area and Related Duties** |
| **1.** | **Develops and facilitates the delivery of Learning Development**  Initiates, participates in and manages a broad range of learning development initiatives including client information systems.  Promotes and delivers high quality culturally appropriate learning and development programs to meet identified needs.  Designs and delivers flexible learning opportunities  Undertakes course production duties as required. |
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| **2.** | **Learning development planning** |
|  | Identifies learning and development needs across the Department and community services sector and assists in developing appropriate interventions to meet these needs. |
|  | Contributes to policy and practice development in learning and development across the Department and the sector. |
|  | Represents CPFS at relevant internal and external forums. |
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| **3.** | Diversity requirements |
|  | Incorporate strategies that affirm the Department’s commitment to diversity. |
|  | Promotes the need for all learning development initiatives; to reflect the needs of all learners, especially Indigenous and Culturally and Linguistically Diverse people. |
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| **4.** | Trends and relationships |
|  | Maintains an awareness of contemporary and relevant learning and practice development trends, issues and methodologies |
|  | Maintains learning and development networks to assist with the implementation of effective learning development strategies. |
|  | Forms and maintains partnerships and brokers the development and delivery of learning and development initiatives. |
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| **5.** | **Teamwork and project management** |
|  | Work both autonomously and effectively within a team to reach positive outcomes. |
|  | Prioritize and manage projects to meet deadlines. |
|  | Support and contribute to cross functional projects as required. |
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| **6.** | **Administration** |
|  | Undertakes appropriate administration and reporting in relation to learning and development initiatives. |
|  | Report as required on activity levels, outcome and resource use in relation to learning and development programs. |
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| **7.** | **Other** |
|  | Performs other duties as required. |
|  | Participates in emergency management and response duties as required. |
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**SECTION 6 – WORK RELATED REQUIREMENTS**

ESSENTIAL

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| 1. Demonstrated knowledge of and experience in the development, management, delivery and evaluation of learning and development programs. |
| 1. Demonstrated knowledge of working with diversity, specifically Indigenous or Culturally and Linguistically Diverse individuals and communities. |
| 1. Demonstrated ability to work both autonomously and within teams and meet deadlines with excellent communication, interpersonal and liaison skills. |
| 1. Advanced knowledge of client information systems. |

### SECTION 7 – ESSENTIAL ELIGIBILITY REQUIREMENTS

The occupant of this position will require the following prior to appointment:

* Ability to travel and stay overnight if required

### SECTION 8 – certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

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| **DELEGATED AUTHORITY:** (Director or above) | |
| **SIGNATURE:** |  |
| **NAME:** |  |
| **POSITION TITLE:** |  |
| **DATE:** |  |