



## Position Description

<b>Position Title:</b>	L&D Officer (Courseware Development)
<b>Business Unit:</b>	Human Resources
<b>Manager:</b>	Training & Development Manager
<b>Primary purpose of role:</b>	The Training and Development team works in consultation with the business to identify training needs within the organisation to determine immediate, short and long-term priorities for training and development across the state. The position holder is responsible for development of the full suite of training and assessment materials in consultation with content specialists as needed.

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### Reporting Structure

Reports to:  
Training & Development Manager

Roles reporting to this position:  
Nil

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### Working Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none"> <li>• PCYC Branch Management and staff</li> <li>• PCYC State Team</li> <li>• PCYC HR &amp; Training Team</li> </ul>	<ul style="list-style-type: none"> <li>• Training networks</li> <li>• Conference venues and organisers</li> </ul>

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### Key Performance Indicators

KPI	Description	Measures
<b>Resource Development</b>	<ul style="list-style-type: none"> <li>• Engage with content specialists as required to assist in the development of training material for e-learning along with facilitator led and self paced as required</li> <li>• Provide advice on suitable software required to develop effective online training</li> <li>• Research material for the development of PCYC training.</li> <li>• Develop materials in line with PCYC Policy and legislation where applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Training programs developed and reviewed</li> <li>• Feedback demonstrates online training is user friendly</li> <li>• Training resource packs developed and reviewed to included activities, assessments and adaptable for e-learning, face to face delivery and self paced as required</li> <li>• Conduct regular reviews of training material and processes to ensure currency of information.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Ongoing review of existing material</li> </ul>	
<b>Assessments</b>	<ul style="list-style-type: none"> <li>• In consultation with content specialists as needed, develop the use of assessment materials for each Training Package that will allow participants ability to demonstrate required competence</li> </ul>	<ul style="list-style-type: none"> <li>• Assessments in place for all training packages</li> <li>• All participants have completed assessments on record</li> </ul>
<b>Training Coordination/ Administration</b>	<ul style="list-style-type: none"> <li>• Schedule, co-ordinate and promote training programs that deliver optimal learning outcomes across the organisation.</li> <li>• Assist in the coordination and set up of training venues as needed including ensuring attendance registers are completed</li> <li>• Manage the learning management system ensuring consistent and accurate record keeping.</li> <li>• Preparation of accurate training related reports as required</li> <li>• Maintain a register of all content specialists</li> </ul>	<ul style="list-style-type: none"> <li>• Training calendar in place</li> <li>• Assistance provided as needed in venue set up. Attendance records completed for all training</li> <li>• Learning management system up to date</li> <li>• Ability to produce accurate reports as required.</li> <li>• Content specialists register maintained and updated.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Develop and maintain positive relationships with internal and external stakeholders as required</li> <li>• Participate as an active member of the team and work collaboratively with others to achieve outcomes</li> <li>• Respond to enquiries in an efficient and timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback reflects ongoing professional relationships maintained (internally and externally)</li> <li>• Demonstrated capacity to engage and work within a team environment and contribute as required</li> <li>• Enquiries are dealt with and responded to within agreed timescales</li> </ul>
<b>PCYC Policy and Procedures</b>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge and compliance with PCYC policies and procedures.</li> <li>• Demonstrate safe work practices in line with PCYC policy and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge of where to locate policies, procedures etc.</li> <li>• Demonstrated understanding of key policies and procedures.</li> <li>• Signed Code of Conduct.</li> <li>• Demonstration of safe work practices.</li> </ul>



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### Selection Criteria

To qualify for this position the following essential criteria must be met:

#### Essential

1. Certificate IV Training and Assessment, or equivalent, or working towards completion;
2. Knowledge of the Australian Qualifications and Training Framework;
3. Well developed skills in web-based applications and software packages;
4. Demonstrated experience in researching, designing and delivering contemporary training programs, online and face to face, that are engaging but challenging to the participant to achieve the desired outcomes;
5. Ability to develop assessments that are competency based whilst ensuring direct link to learning outcomes;
6. Well developed communication, negotiation and interpersonal skills;
7. Effective time management and organisational skills with a demonstrated ability to meet deadlines and commitments;
8. Demonstrated ability to work autonomously and as a part of a team;
9. Ability to travel across the state to deliver training as required;
10. Current Drivers License;
11. Eligibility for a Children's Commission's Suitability Notice/Blue Card.

#### Desirable

12. Experience working in the not-for-profit sector
13. Exposure to a range of learning systems
14. Experience in managing multiple projects through to completion

### Standards to which performance will be assessed

- Key Performance Indicators
- Compliance with PCYC policies, procedures and practices
- Compliance with the position description
- Management and peer feedback.

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### Sign Off

I understand that my performance will be managed as per the requirements outlined above in the position description. I confirm that I have read, understood and commit to the above.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_