

SOUTHERN GRAMPIANS SHIRE COUNCIL

POSITION DESCRIPTION

Position Details

Title:	HR Business Partner (Learning and Development)
Classification:	Band 5
Position Number:	356
Business Unit:	Organisational Development
Reports to:	HR Coordinator

Key Objectives

- Contribute to the delivery of Council's Workforce Development Plan and Learning and Development Strategy
- Contribute to the efficient and effective output of the organisation
- Facilitate learning and development opportunities to Council employees
- Identify emerging trends and opportunities to progress learning and development
- Engage and build relationships with key stakeholders
- Assist with payroll processing and provide backfill for the HR Business Partner Payroll during periods of leave

Key Responsibilities

- Conduct an annual Training Needs Analysis
- Create and implement a Learning and Development strategy
- Facilitate and maintain the corporate training calendar
- Facilitate and maintain the administrative elements of the Learning Management System
- Review and update organisational policies and procedures and provide relevant training
- Manage all logistical and administrative aspects to implement training

- Evaluate training to ensure return on investment and alignment with organisational requirements
- Maintain records of mandatory skill requirements including qualifications, licensing and certifications
- Liaise with managers to identify appropriate training and development opportunities to achieve the desired level of team skill and capability
- Research and prepare funding submissions to enhance the capabilities of the workforce
- Capture and maintain data and ensure it is accurately recorded in Council's systems
- Develop and facilitate training sessions
- Coordinate Council Induction and update online Induction program
- Coordinate appropriate refresher training
- Research and provide recommendations for new and innovative learning;
- Perform other duties and responsibilities as required
- Coordinate the Annual Performance Review database, and ensure timely distribution and completion of documentation
- Facilitate work experience program ensuring thorough consultation with other departments
- Coordinate Apprenticeships and Traineeships through relevant providers
- Develop and implement staff well-being initiatives through representation on the Health and Wellbeing Committee
- Sound understanding of payroll functions
- Assist payroll with data entry (time sheets) each fortnight.

Extent of Authority

- Is accountable for the quality, effectiveness and timeliness of own work
- Contribute to the overall performance of the Organisational Development Unit
- Personal judgement is required in determining day-to-day priorities and methods
- To provide support and specialist advice to staff and management in relation to Learning and Development matters
- Contribute to development of relevant policies and procedures

Judgement and Decision Making

- Responsible for efficient and effective operation within a team environment

- Ability to function efficiently and effectively without supervision, showing innovation and initiative and ability to make decisions and handle enquiries as required.
- Operates according to Council policies, procedures and specific guidelines, and relevant legislation;

Specialist Skills and Knowledge

- Understanding of relevant policies and legislation and their application within the organisation
- Familiarity with learning management systems and sound understanding of online learning technology
- An appreciation of contemporary learning and development/HR practices
- Understanding of relevant funded training opportunities
- Ability to plan, deliver/implement and evaluate training
- Advanced level skills in the use of Microsoft Office (Word & Excel).
- Sound understanding of payroll functions

Management Skills

- Work with minimal supervision and prioritise own workload
- Plan and manage time effectively and manage multiple issues simultaneously
- Comfortable interacting with internal and external stakeholders at all levels
- Comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act;
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare;
 - Contribute to OHS consultation processes;
 - Prompt reporting of hazards and incidents;

Inter-personal skills

- Ability to build professional relationships with stakeholders

- Well-developed verbal and written skills
- Ability to train and coach others
- Ability to maintain confidentiality and use discretion
- Communicate and work effectively as part of the Organisational Development Unit

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
 - Southern Grampians Shire Council Staff Code of Conduct;
 - Privacy and Data Protection Act 2014 (Vic);
 - Equal Opportunity Act 2010 (Vic);
 - Occupational Health and Safety Act 2004 (Vic);
 - Government/Industry Codes of Conduct;
 - The Southern Grampians Shire Council Enterprise Agreement; and
 - The Municipal Emergency Management Plan.
 - Child Safety and Wellbeing Act 2005
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
 - Responsible for ensuring the security of Council's assets under the Officer's control;
 - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Key Selection Criteria

Address the following points in your Key Selection Criteria response:

- ✓ Previous experience in a Learning and Development role
- ✓ Demonstrated experience in Learning & Development processes, including the operation of technology based solutions (example: Learning Management Systems)
- ✓ Demonstrated experience and skills in liaising with management, employees and the public

- ✓ Demonstrated experience and effectiveness in the development, facilitation and evaluation of Corporate Training programs, with a focus on staff development and improvement
- ✓ Demonstrated problem-solving skills
- ✓ Demonstrated ability to plan, manage own and others time and achieve set objectives;
Desirable criteria
- ✓ Payroll experience advantageous but not crucial;

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC:

Signature: _____

Signature: _____

Date: _____

Date: _____