# Position Description

Department of Environment, Energy and Climate Action





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## Position details

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| **Position title:** | Learning and Development Officer |
| **Position number:** | 50960991 |
| **Classification:** | VPS 4 |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Corporate Services |
| **Division & Branch:** | People and Culture / Workplace Services |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Senior Learning and Development Officer |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Ally Hobbs, Senior Safety Specialist, Learning and Development |

Position purpose

Reporting to the Senior Safety Specialist, Learning and Development, the Learning and Development Officer plays a key role in coordinating and delivering high quality, fit for purpose learning and development services across the department. They work closely with team members and stakeholders to build effective relationships with key group and regional contacts, ensuring timely and practical solutions that support operational needs and comply with relevant policies and standards.

The Learning and Development Officer is responsible for the coordinating training delivery including managing training logistics and enrolments, liaising with key contacts and supporting learners. They also develop communication and engagement strategies to improve training program visibility and participation and contribute to Safety Team reporting and budgeting. The role works collaboratively to support the implementation of the statewide training program.

The role also supports system and process improvements to enhance the delivery of safety and wellbeing training. This includes monitoring training budgets, supporting procurement and contract management activities. and maintaining accurate and up to date training records and systems. The Learning and Development Officer also coordinates with internal and external partners to deliver new or revised training programs to ensure training continues to meet departmental needs.

Context

*The Group*   
Corporate Services enables good governance and delivers efficient and effective services that meet customer needs. Together we deliver better, by working across our group and with our colleagues in other groups to deliver services across people and culture, finance and planning, information services, digital and customer communications (including the customer contact centre) and legal services.

*The Division*   
People and Culture works in partnership with groups to build a positive culture, ensure we have the right people with the right skills, develop accountable, collaborative and inclusive leaders, design an agile and adaptable organisation and build a productive and flexible workforce.  Across the Business Partnering, Operations, Culture, Diversity and Organisational Development and Workplace Services teams, People and Culture is delivering service excellence underpinned by a culture of collaboration and continuous improvement.

*The Branch*   
Workplace Services is a key centre of expertise that provides strategies, frameworks and tools for wellbeing, safety and industrial relations that support the department in delivering on its corporate objectives through its people and promotes a safe working environment for all.  As the centre of expertise for wellbeing, safety, industrial relations, integrity, HR advice and end-to-end case management, the success of the team is dependent on its ability to collect and analyse information to deeply understand trends and challenges and maintains a contemporary problem solving and best practice approach.

The branch partners with groups and delivery areas to understand key risks, gaps and priorities and uses this understanding to develop proactive and innovative solutions that meet the needs of DEECA employees and business areas and align to legislative requirements and strategic priorities set by the Secretary and Executive Board.

Accountabilities

* Collaborate with Workplace Services and the Organisational Capability team to build and support effective working relationships with key group and regional contacts.
* Provide timely and practical advice on safety and wellbeing training needs, including responding to queries and ensuring alignment with departmental policies and standards.
* Plan and coordinate the statewide delivery of safety and wellbeing training, including scheduling and booking courses in consultation with internal stakeholders.
* Deliver safety and wellbeing training sessions where required, ensuring content is engaging, accurate, and tailored to audience needs.
* Monitor the training budget, including tracking expenditure and managing cancellation fees.
* Collaborate with groups and regions and the department’s contracted suppliers to maintain high standards, strengthen partnerships, resolve issues, and deliver on outcomes for the department.
* Maintain and improve systems, records, and processes that support effective safety and wellbeing learning and development delivery.
* Work with internal and external delivery partners, to coordinate the delivery of new or revised safety and wellbeing training programs ensuring they meet business and operational requirements.
* Develop and implement communication and engagement strategies to improve training program visibility and participation.
* Contribute to Safety Team reporting in the preparation of key updates, whole of departmental advice and reporting ensuring accuracy and relevance of information.
* Work flexibly and collaboratively across the business to deliver business unit, group and departmental priorities and initiatives as required.
* Practice cultural safety by creating environments, relationships and systems free from racism and discrimination so that people can feel safe, valued and able to participate.

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise/Qualifications**

* A qualification in learning and development, education, health and safety, training and assessment or working towards would be highly regarded.
* Demonstrated skills and experience in the planning, implementation and management of learning and development policies, strategies, systems and services.

**Capabilities**

* **Customer Focus:** Monitors customer satisfaction to gain critical insights. Looks for continuous improvement opportunities and ways to innovate.
* **Stakeholder Management:** Takes steps to add value for the client or stakeholder. Links people with other areas as appropriate. Monitors client and stakeholder satisfaction. Constructively deals with stakeholder issues
* **Communicate with Impact:** Prepares and delivers logical sequential and succinct presentations. Uses clear and concise language. Uses media appropriate to the audience and presents information to develop the understanding of the topic.
* **Critical Thinking and Problem Solving:** Resolves issues through deep understanding or interpretation of existing guidelines. Where guidelines are not available, analyses ideas available and takes action through self, or in consultation with others to resolve problems. If required, determine additional information needed to make informed decisions. Applies critical thinking and problem-solving concepts in the right context.

Position specific requirements

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| Financial Delegation Value | $0 A declaration of Private Interests will be required for positions with financial delegations of >$20,000 |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Driving * Sedentary desk work * Field work * Manual handling * Emergency response work |
| DEECA will conduct relevant checks about applicants and the information provided within an application. Checks will include but are not limited to: | A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required.  A satisfactory National Police Check will be required (for all non-DEECA employees).  This position may have a requirement for occasional overnight travel. |
| Employment terms and conditions | Are governed by the *Victorian Public Service Enterprise Agreement 2020* and the *Public Administration Act* *2004.*  Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply  Non-VPS applicants will be subject to a probation period of six months |
| Privacy | The department affirms that the collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014. |

About the Department

We employ approximately 6,300 staff, including around 600 seasonal staff, across more than 86 locations throughout Victoria, across energy, environment, climate action, water, agriculture, and resources portfolios.

Our challenge is to maintain Victoria’s liveability, with a population expected to almost double by 2050, while responding to climate change and protecting our natural environment, infrastructure and heritage for future generations. We take a community-centred approach and involve communities and key stakeholders in decisions and policies that affect them and we collaborate across our portfolios to design and deliver services and programs.

For further information about the department, please visit our website [www.deeca.vic.gov.au](http://www.deeca.vic.gov.au)

Our values

Our values align with the core [Public Sector values](https://careers.vic.gov.au/victorian-public-sector/public-sector-values-integrity) – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. Additionally, we use our Leadership Model to shape the way we work. Using the principles of ‘Work Together’, ‘Do What Matters’ and ‘Make a Difference’ we create a culture that puts our people at the centre of everything we do. The Leadership Model reminds us of what’s important in our daily interactions with each other, and in the actions and decisions we take to deliver our work.

Our Community Charter

We are committed to the Victorian Government Public Engagement Framework that enables meaningful and inclusive engagement to make better decisions and improve the lives of Victorians. Our Community Charter is our promise to be available, be involved and listen, and take action as we deliver services and create opportunities that supports thriving, productive, and sustainable communities, environments and industries.

Emergency Response and Health and Safety Requirements

The departmentplays a major role in Victoria’s emergency response activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training and “fit for work” assessment.

A Diverse, Inclusive and Flexible Workplace

DEECA welcomes applicants from a diverse range of backgrounds and we focus on the essential requirements of the job and being consistent and fair in our treatment of all applicants. Our diversity and inclusion outcome pillars:

1. We are connected to liveable, inclusive, sustainable communities  
2. We are diverse   
3. We are inclusive and flexible   
4. We are safe and respectful

DEECA can provide reasonable adjustments for people with a disability. If you need assistance to fully participate in the application or interview process, please use the contact listed under ‘Position Details’.

**Aboriginal Cultural Safety**

Cultural safety of Traditional Owners and Aboriginal Victorians, as an underpinning principle of self-determination, is embedded in everything we do. Under the Aboriginal Cultural Safety Framework DEECA is committed to creating a culturally safe workplace, where there is space for culture to live and for spiritual and belief systems to exist. For further information, please contact [self.determination@delwp.vic.gov.au](mailto:self.determination@delwp.vic.gov.au).

**Balancing your Life / Hybrid Working**

We understand that a balanced life is important to our employees and we offer a wide range of flexible options to help you manage family, health, carer responsibilities, study, career or personal interests. Options may include working some days from home or other suitable locations, starting early or late, working part time, job share or accessing paid or unpaid leave in line with our flexible working policy.

To receive this information in an accessible format (such as large print or audio) please call the Customer Service Centre: 136 186, TTY: 133 677, or email [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au)