

Position Description – Learning & Development Project Officer

Position Details

Position Title:	Learning & Development Project Officer
Portfolio:	Learning & Development Unit
Location:	Melbourne
Classification:	Social, Community, Home Care and Disability Services Industry Award 2010 – Social and Community Services Employee
Employment Type:	Fulltime, subject to funding
Time Fraction:	1.0 EFT
Remuneration:	Social, Community, Home Care and Disability Services Industry Award 2010 – Social & Community Services Employee

About the Centre

The Centre is Victoria's peak body for child and family services.

Working with organisations that support children, young people and families – the Centre provides sector training, facilitates and publishes research, advocates through campaigns and media relations, and sustains ongoing programs focusing on key areas of the Victorian care system.

We include the voice of children and young people and support specific programs for foster care, kinship care, and residential care. We also work and advocate to put children at the centre of civic society and throughout the community.

The Centre acknowledges that our offices sit on the traditional land of the Kulin Nation and we acknowledge the Wurundjeri people who are the traditional custodians of this land. We pay respects to community members and elders past and present. We appreciate and celebrate diversity in all its forms. We believe diversity of all kinds makes our teams, services and organisation stronger and more effective. The Centre is committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.

Learning & Development Unit Summary

The Learning & Development Development Unit delivers accredited and non-accredited training. The Department of Health and Human Services (DHHS) works closely with the child and family services sector to identify and develop training to meet industry needs. DHHS funds the Centre to manage projects including the Residential Care Learning and Development Strategy (RCLDS), *Shared Lives/Step by Step* foster care training, Methamphetamine training, and *Looking After Children*.

We also provide customised and targeted training, responding our sector's workforce needs.

Position Summary

The Learning & Development Project Officer, under the supervision of the Manager – Learning & Development, coordinates training and professional development activities designed to build workforce knowledge and skills. The role has a strong focus on out-of-home care, specifically residential care, with some event planning for *Resi ROCKS* and the out-of-home care ball.

The Learning and Development Project Officer is also responsible for consulting with the sector to identify training needs, including customised training opportunities.

Reporting Line

- Reports to: Manager – Learning & Development

Organisational Accountabilities

The Centre is committed to the health, safety and wellbeing of its staff. The Centre and its staff must comply with a range of statutory requirements including equal opportunity, occupational health and safety and privacy. The Centre requires staff to comply with its policies and procedures and statutory requirements.

Key Accountabilities

The Learning and Development Officer is required to:

- Promote, generate and coordinate customised training opportunities through consultation with the sector, including training for residential care workers, other out-of-home care workers and workers in child and family services and in allied sectors
- Organise and promote *Resi ROCKS* and the out-of-home care ball, and any symposiums or forums relating to out-of-home care in collaboration with the Centre Communications team
- Engage, consult and liaise with residential care providers and other key stakeholders
- Research and monitor current and emerging policy issues affecting residential care services to inform the sector and provide the basis for ongoing advocacy and training
- Support, implement and further develop the RCLDS, coordinating activities and providing leadership to the sector by developing a strategic approach to inform future training
- Complete project tasks according to timelines and in consultation with stakeholders, and provide recommendations on outcomes and improvements to ensure effective funding use
- In consultation with the Centre's management and the RCLDS Reference Group, facilitate stakeholder engagement to gain feedback on issues affecting residential care and the wider sector, and to promote the Centre's work

Project Management

- Manage the Centre's residential care training activities and customised training
- Coordinate the RCLDS Reference Group meetings, take minutes, set the agenda and prepare reports for the Reference Group
- Develop and maintain a database to record residential care staff accessing training and scholarships, as part of the RCLDS funds
- Coordinate and manage key priority areas and tasks within the RCLDS Training Plan
- Provide regular reports and information to the out-of-home care sector – including residential care workers – via newsletters, quarterly network forums, and other media.

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- Give briefings and reports issues affecting the RCLDS
- Give recommendations for potential improvements in relation to training and development opportunities within the sector
- Represent the RCLDS project at appropriate meetings and forums
- Design and undertake sector-wide analysis of training needs in consultation with the Learning & Development Manager
- Other duties as requested by the Manager – Learning & Development, within the spirit of the agreement with member agencies as represented by the Reference Group

General

- Work collaboratively with other Centre staff
- Carry out duties in a manner consistent with the strategic directions of the Centre
- Advocate and model a commercial and customer service focus in all Centre activities

Administration

- Report to the DHHS as per the RCLDS Project requirements
- Provide internal monthly reporting of activities and finance, including training opportunities identified and provided
- Follow the administration protocols of the Centre and the project.

Key Selection Criteria

- 1 Experience in the areas of family, youth or children’s services with experience in the residential care sector (preferable)
- 2 Knowledge and understanding of the policy context and issues facing community service organisations in the out of home care and child protection systems
- 3 Ability to identify, develop and promote customised training opportunities for the sector
- 4 Demonstrated project management ability, including budget monitoring and reporting.
- 5 Strong organisational, planning and time management skills
- 6 Experience in quality assurance and improvement processes in community or related sectors

Qualifications

1. A relevant qualification and/or experience within the community services sector
2. Experienced in Microsoft suite of programs
3. Certificate IV in Training and Assessment – TAE40110 (Desirable)

Conditional Employment Requirements

1. Satisfactory police check
2. Satisfactory Working with Children Check
3. Current Australian Drivers Licence

Endorsed:	Signature: Name: Jane Phillips Title: Manager – Learning & Development	Approved:	Signature: Name: Deb Tsorbaris Title: Chief Executive Officer
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