

Learning and Development Coordinator Position Description

Reporting to:	Head of Talent and Organisational Development	Work location:	Carlton
Department:	People and Culture	Budget holder:	No
Team:	Talent and Organisational Development	Direct reports:	Nil

Role Purpose

The Learning & Development Coordinator oversees the coordination and delivery of learning activities. The role coordinates, schedules, tracks and maintains learning records and activities.

Key Areas of Accountability

Learning and development content and delivery

- Coordinate and assist with the delivery of learning and development programs for managers and employees.
- Coordinate the delivery of live induction, new starter training and other learning and development sessions.
- Work with colleagues in Save the Children Australia, Pacific and internationally to develop/access learning materials and share best practices.
- Ensure learning materials are fit for purpose and delivery is tailored for the particular audience.

Organisational Development

- Support organisational health checking initiatives including the employee engagement survey and entry/exit surveys.
- Where required contribute to organisational development initiatives run by the Talent and Organisational Development team.
- Coordinate bi-annual Employee Values Awards process.
- Support our annual Careers Week event.

Systems and Reporting

- Oversee the learning management system (LMS) and educate managers and employees on how to access training.
- Utilise and maintain the LMS for planning and coordinating training, ensuring the integrity of data.
- Prepare learning-related reporting including course completions.
- Maintain the learning and development pages of the HR intranet.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training.
- Act safely at all times.
- Report all incidents, injuries and potential hazards in a timely manner.
- Participate in, and contribute to, health and safety awareness and improvements.
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied.

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times.
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details).

- Demonstrate the highest standards of behaviour towards children in both your private and professional life.
- Never abuse the position of trust that comes with being a part of the Save the Children family.
- Maintain a safe and positive relationship at all times when working with children and young people.
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes.

Person Specification

Essential knowledge or experience

- Previous experience in training coordination.
- Experience in reporting on learning and development activities.
- Strong Microsoft Office skills including Outlook, Excel, Word, and PowerPoint.
- Sound communication skills and the ability to present information clearly and concisely to multiple audiences.
- Ability to engage and influence others across all levels of the organisation in Australia and abroad.
- Ability to identify areas for process improvement initiatives.
- Flexibility and ability to work independently as well as in a team.
- A self-starter who can prioritise and manage competing deadlines.
- Enthusiasm for learning new concepts and tasks, with a view of improving skills.

Desirable knowledge or experience

- Experience working with Learning Management Systems or databases.
- Experience working with Power BI.
- Experience working with Canva or other design tools.

Desirable qualifications and/or accreditations

- Degree-qualified in Human Resources or equivalent experience working in Learning and Development/HR or related background.
- Certificate IV Training & Assessment qualification or other relevant qualification desirable.

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check.
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct.
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above.
- Save the Children Australia is an Equal Opportunity Employer.

Driver's Licence: Not required

Travel: Limited ad-hoc may be required

Working with Children Check: Required

Assets: Laptop