



POSITION DESCRIPTION

Position: Learning and Development Advisor

Employment type: 2-year, part time (0.6), fixed term contract

Department: Human Resources

Reporting to: Senior HR Manager

Salary Range: Band 3.2 FTE \$94,134 plus 17.5% leave loading 11.5% superannuation

Contact: Alison Menzies, Director of Shared Services
Email: amenzies@trinity.unimelb.edu.au

Date: January 2025

POSITION SUMMARY

Trinity College has recently launched its 2030 strategy. A key pillar of the strategy is a staff focused College. As part of this strategic initiative the College is launching a new Learning and Development program which incorporates both training and professional development and requires a Learning and Development Advisor to assist in the design, implementation and evaluation of the program. The Learning and Development Advisor will work closely with HR, divisions, managers, subject matter experts and content owners, in the preparation of learning resources, coordination of training needs, developing and revising modules, and delivering the training and support for use of a new learning and management system (LMS).

SELECTION CRITERIA

1. A tertiary qualification relevant to the role at a Bachelors level.
2. Certificate IV in Training and Assessment is desirable.
3. Demonstrated work experience in a similar role with specific experience in designing, implementing and evaluating Learning and Development programs, preferably in an education setting.
4. Strong knowledge of leadership capability frameworks grounded in evidence-based practices.
5. Experience in virtual and face to face Learning and Development programs.
6. Experience in managing a Learning Management System.
7. Excellent communication, presentation, mentoring and influencing skills.
8. Demonstrated experience in change management working with the business to drive outcomes and engagement.
9. Ability to work collaboratively and independently.
10. An understanding of Equal Employment Opportunity, and commitment to equity and cultural diversity.

KEY RESPONSIBILITIES





1. Design, develop and deliver training and professional development programs that align with the College's goals and objectives.
2. Develop a comprehensive plan for the Learning and Development program including objectives, content, delivery method and timelines.
3. Conduct training needs assessments to identify gaps and areas for improvement.
4. Collaborate with divisions, managers and staff to determine specific Learning and Development requirements.
5. Create engaging and effective learning materials, including e-learning modules, workshops and seminars.
6. Coordinate and deliver training sessions in person and online.
7. Maintain the LMS and eLearning platform and its contents. This includes maintaining up to date records of staff and their completion of learning and development activities.
8. Develop assessment tools to monitor and evaluate the effectiveness of the Learning and Development program.
9. Cultivate a culture of learning and growth promoting continuous improvement.
10. Administrative duties associated with the Learning and Development program.
11. Other duties as required by the Senior HR Manager.

Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children, and to providing a culturally safe and inclusive environment for those from diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

All Employees must:

- Comply with the Trinity College OHS Policy.
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace.
- Participate in meetings, training and other environment, health and safety activities as required.

TRINITY COLLEGE





TRINITY COLLEGE

THE UNIVERSITY OF MELBOURNE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,500 talented students each year from across Australia and around the world. These programs include:

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:

- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

