

Position Title	Team Leader Learning and Development
Department	People and Performance
Unit	People Transformation
Team	Learning & Development
Supervises	5
Reports To	Manager People Transformation
Grade Range	J
Date Prepared	22/07/2020
Date Last Updated	9/07/2024

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

The position is responsible for leading the Learning & Development team to deliver programs and initiatives that meet the strategic, operational, and compliance requirements of CBCity, enhancing employee growth and effectiveness across all levels of the organization.






Accountabilities

- Lead, coach and support the Learning and Development team to deliver on their key objectives and goals.
- Drive the organisation-wide capability framework to build capability and support transformation at all levels across Council.
- Lead the development and implementation of the CBCity Leadership Development Framework, in alignment with the Workforce Management Strategy.
- Manage the development and delivery of leadership development programs at all levels.
- Provide best practice consultation and advice to stakeholders on various organisational learning, development and talent capability approaches.
- Lead the efficient and effective management of CBCity's Learning Management System, My Learning.
- Assess strategic and compliance based learning and development needs through regular organisational wide needs analysis.
- Develop and maintain strong relationships with internal stakeholders, including P&P, senior leadership, all levels of leaders and specialist stakeholders to support positive outcomes.
- Role model shared understanding and ownership of the CBCity purpose, ambition, values, strategies, plans and culture.
- Undertake other duties as requested by the Manager People Transformation and/or Director People & Performance.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – People Leader Profile 1

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Advanced
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Relationships		
Communicate and Engage	Advanced	<ul style="list-style-type: none"> • Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations
Relationships		
Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments

		<ul style="list-style-type: none"> • Encourages others to share and debate ideas
Results		
Deliver Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
People Leadership		
Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> • Translates organisational vision and strategy into operational goals to help staff understand their own contribution • Builds a shared sense of purpose through involving people in defining priorities and cascading goals • Regularly communicates progress against business unit and organisational goals • Creates opportunities for recognising and celebrating high performance at the individual and team level

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in HR/L&D or related discipline and/or relevant experience.

Essential Experience

- Well developed leadership skills and experience to manage and coach the team in achieving business objectives.
- Exceptional skills in senior stakeholder management, experience in leadership development management and/or organisational learning and/or organisational development.
- Extensive knowledge and experience in end to end learning and development practices, processes and approaches.
- Demonstrated strong experience in delivering strategic capability and talent management frameworks and methodologies.
- Substantial knowledge and experience in learning project management.
- Excellent strategic thinking, stakeholder management, communication and interpersonal skills.
- Capabilities to support the growth, efficiency and effectiveness of our people and contribute to cultivate a vibrant CBCity culture.

Desirable Qualifications and or Experience

- Certificate IV Workplace Assessment and Training
- Experience and knowledge implementing Learning Management Systems.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>