Position Title	Learning & Development Project Specialist
Department	People and Performance
Unit	
Team	Learning and Development
Supervises	n/a
Reports To	Team Leader Learning and Development
Grade	H
Date Prepared	28/03/2025
Date Last Updated	

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

This role leads and manages end-to-end Learning & Development (L&D) projects that drive the achievement of strategic organisational objectives.

This position works closely with all stakeholders to collaborate, engage, develop, consult and coordinate the successful delivery of critical L&D initiatives associated with the CBCity People Strategy.

Accountabilities

- Lead and manage end-to-end L&D projects to achieve strategic organisational goals and ensure successful delivery.
- Lead project delivery, ensuring deadlines are met and challenges proactively addressed and resolved.
- Lead and coordinate the delivery of internal and external training requests and programs.
- Collaborate with stakeholders and Subject Matter Experts (SMEs) to explore, design and deliver learning initatives that meet business objectives.
- Build and maintain strong relationships with internal and external stakeholders, ensuring effective communication and collaboration throughout the project lifecycle.
- Partner with SMEs, Managers and the wider People and Performance department to ensure alignment with project objectives.
- Evaluate learning solutions for compliance with industry best practice, adult learning principles and relevant policies and regulations.
- Conduct learning needs assessments to tailor content and delivery, use data-driven insights to address audience specific needs.
- Collaborate on L&D and capability development across the wider organisation to support strategic goals.

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 – Senior Technical/ Professional Specialist		
Capability Group	**Capability Name**	**Level**
Personal Character	**Lead Self**	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
Relationships	Communicate and Engage	Adept
	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	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

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	• 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		
Work Collaboratively	Advanced	• Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results		
Innovate and Improve	Advanced	• Encourages independent thinking and new ideas from others • Draws on developments and trends in the industry and beyond to develop solutions • Supports experimentation and rapid prototyping to test and refine innovative solutions • Develops/champions innovative solutions with long standing, organisation-wide impact

		• Explores creative alternatives to improve management systems, processes and practices • Contributes own knowledge and experience to staff training and development sessions
Resources		
Technology and Information	Adept	• Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements

* 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
- Relevant tertiary qualifications in Learning & Development, Project Management, Organisational Development, Human Resources, or a related field and/or equivalent industry experience.
- C Class Drivers' Licence.

Essential Experience
- Strong experience in delivering excellence in a learning and development or organisational development related environment within a multi-disciplinary organisation.
- Experience managing and delivering organisational wide projects and/or programs.
- Strong relationship building, influencing and ability to manage multiple stakeholders.
- Proficient in using Learning Management Systems, eLearning platforms and related software.
- Extensive experience in facilitating adult learning solutions in diverse environments.
- Strong problem solving and analytical skills in dealing with complex issues.
- Excellent verbal and written communication, interpersonal and negotiation skills.
- Exceptional organisational and planning skills in managing competing priorities in a fast paced environment.

Desirable Qualifications and or Experience
- Experience in administration of SAP and/or Successfactors.
- Experience in administration of Learning Management Systems.
- Previous experience working in the public sector or large corporate organisations.

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