

POSITION DESCRIPTION

Position Title	Capability and Professional Development Officer
Position No	
Department	Human Resources (HR)
Classification	PACCT Worker Level 7 (PW 7)
Prepared By	Manager - Employment
Date	April 2024
Reference No	<i>(To be completed by Human Resources Department)</i>
Approved By	Associate Director - Human Resources
Primary Objectives of Position	<ol style="list-style-type: none"> 1. Develop, implement, maintain and support professional development and capability strategies, requirements and services. 2. Contribute to the development and implementation of the Institute's capability and professional development plan and review and analyse performance providing progress reports, briefing papers and relevant documentation. 3. Undertake designated HR projects relevant to professional development.
Manager/Supervisor	Manager – Employee Experience – Capability, Learning & Development
Subordinates (Where Applicable)	Human Resources Officer – Professional Development (HR Officer)
Internal Communication Requirements	<ul style="list-style-type: none"> ▪ The Executive Director – People, Global Relations and Industry Engagement, Associate Director – Human Resources (Operations), the Manager - Employment and other Human Resources staff to support professional development initiatives and HR LMS requirements. ▪ Internal clients across the Institute to support HR professional development activities and initiatives, the HR LMS and HR policies, practices and operations. ▪ Specialist support managers, and other relevant staff, to ensure the provision of high quality professional development services. ▪ Management and staff in faculties and departments across all levels of the Institute as required to perform the duties of the

External Communication Requirements

position and to ensure a coordinated, effective and efficient approach to capability and professional development.

- External suppliers, service providers and technicians in relation to HR LMS module development, fault finding and software update and maintenance requirements.
- Private and public sector organisations, including training organisations and personnel, in the provision of professional development services as well as HR advice and information.
- Educational, industry and government agencies necessary to ensure that position accountabilities are met.

Specific Accountabilities

1. Develop, implement, maintain and support professional development and capability strategies, requirements and services to the Institute.
2. Collaborate with stakeholders to develop targeted professional development programs and action plans to ensure learning initiatives remain responsive and relevant.
3. Identify business learning needs and develop strategies and associated plans to support the development and implementation of the Institute Workforce Capability Plan.
4. Develop, implement and maintain the Institute professional development calendar and coordinate the delivery of internal professional development activities.
5. Provide supervision to, and work with, the HR Officer to manage, maintain and administer the HR LMS including;
 - user and platform data
 - e-learning modules
 - internal professional development activities
 - employee qualifications recording.
6. Identify key capability gaps and provide a range of high quality, best practice and contemporary professional development and service initiatives to support the achievement of strategic objectives.
7. Review capability development programs, and lead the implementation and maintenance of operational processes, to ensure program objectives and required outcomes are identified and achieved.
8. Ensure the effective delivery professional development and training program and organise and participate in their assessment and evaluation.
9. Manage, or act as a resource for specific projects, and research and gather information as required, providing summaries, presentations and recommendations to inform the decision making process.
10. With the Associate Director, take appropriate action in relation to projects and operations being undertaken and supported and consult with relevant stakeholders on matters of a more complex nature.
11. Support the Associate Director to prepare, administer and monitor the Institute's professional development budget to achieve operational and strategic objectives.
12. Analyse relevant data and provide clear and transparent reports, briefing papers and relevant documentation regarding

progress and performance against workforce capability requirements.

13. Review and analyse capability and professional development performance and provide progress reports, briefing information and relevant documentation and address identified matters of concern.
14. Maintain a comprehensive knowledge of Institute and HR policies to provide professional HR advice and ongoing support to managers and staff.
15. Actively assist in the development of Institute wide HR initiatives and processes which address organisational needs and contribute to the achievement of organisational objectives.
16. As a member of the HR team contribute to the development, review and implementation of human resource practice, policy and procedures and work collaboratively with HR team members to ensure strategic and operational goals are met.
17. Act with integrity, ensuring that personal and sensitive information is treated confidentially and securely, in line with the Information Privacy Principles and applicable Institute policies and procedures.
18. Support the Institute's strategic plan and vision and work to ensure that all activities align to the Institute's commitment to quality.
19. Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes
20. Act in accordance with Holmesglen Safety policies and procedures, including Child Safety Standards, to ensure that departmental operations comply with Occupational Health and Safety legislation.

Qualifications and Licences

Minimum

- Degree and/or post graduate qualifications in human resource management or related discipline and relevant experience.
- Lesser formal qualifications may be accepted subject to substantial relevant experience and management expertise in human resources or related field.
- Membership of the Australian Human Resources Institute or other relevant professional association would be well regarded.

Knowledge

- Established knowledge of:
 - contemporary, best practice human resource services, processes and systems including e-learning and learning management systems
 - human resource practices in the Vocational and Higher education sectors including industry standards and regulatory requirements
 - the application relevant learning and organisational development solutions.
- Understanding of:
 - organisational capability and development processes necessary to meet strategic goals

Experience

- the planning, prioritising and monitoring of budgets and budget requirements
- the application of relevant state and federal employment legislation, Enterprise Agreements and industrial award terms and conditions and HR policies and procedures
- the Gender Equality Act (2020) and its requirements.

- Demonstrated experience in:
 - a range of human resources and professional development practices
 - the supervision and coordination of reporting staff
 - leading, planning and managing capability and professional development programs to meet identified needs including management of resources and facilities to achieve quality outcomes
 - the establishment and management of projects related to capability and professional development, including setting priorities which may have competing demands
 - the use online HR Management systems, including development and implementation of learning management systems
 - reporting against relevant strategic and operational plans and targets including the formulation of recommendations.
- Project and/or program management and evaluation experience including building and maintaining relationships with internal and external stakeholders.

Skills

- Excellent interpersonal and written and verbal communication skills and a demonstrated ability to present high quality reports and information and to relate professionally to stakeholders.
- High level organisational and work planning abilities, specifically the ability to arrange and set priorities consistent with strategic and operational objectives.
- Highly developed consulting, influencing, relationship building and stakeholder management skills.
- Excellent technological and administrative skills with the ability to coordinate workflow, prioritise work tasks effectively and coordinate a variety of concurrent activities and projects.
- Ability to:
 - coordinate the delivery of capability and professional development programs across a range of areas, and to diverse client groups
 - function autonomously, work independently and/or coordinate work effectively and collaboratively in a team environment
 - provide authoritative advice and decisions based upon established operational practices, professional standards, policies and procedures
 - supervise, support and motivate reporting staff
 - coordinate workflow, prioritise work tasks effectively and work under pressure while maintaining a high level of accuracy and attention to detail
 - establish and maintain effective HR management systems and records

Key Selection Criteria

- Self-motivated, enthusiastic and proficient in the use of database and computer applications, including learning management systems.
- Conceptual, analytic and problem-solving skills and the ability to collate, analyse and convey complex information and review, create and provide advice using analytical processes.
- Significant initiative, sound judgment and reliable leadership with the ability to apply knowledge, experience and skills to provide sound guidance.

In addition to qualification requirements the successful candidate will have:

1. Experience and ability in leading and managing capability and professional development programs and collaborating on projects, initiatives, strategy and process system improvement.
2. Strong conceptual and strategic thinking skills with demonstrated experience in effectively leading and supporting professional development and capability strategies, requirements and services.
3. Demonstrated initiative, including the ability to work under pressure whilst continuing to demonstrate high level judgement and making sound professional development decisions.
4. Excellent interpersonal, verbal and written communication skills, including strong stakeholder management skills and the ability to produce high level written documentation.
5. Proven time management skills, with a demonstrated ability to meet deadlines, achieve goals and work concurrently on multiple tasks with competing priorities.
6. Demonstrated competence with, and knowledge of, MS Office products and internet-based HR applications, particularly learning management systems.

Note

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.