



Southern Grampians
SHIRE COUNCIL

Private and Confidential

**Candidate Briefing Notes for the Position of
Learning & Development Officer**

About the Southern Grampians Shire Council

Southern Grampians Shire Council, located in South West Victoria has a landscape dominated by the spectacular Grampians mountain range, ancient volcanoes, tranquil rivers and waterfalls and undulating pastoral land dotted with majestic red gums, the Southern Grampians spans the heart of Victoria's renowned 'Western District' with the Shire located 290 kilometres west of Melbourne and 500 kilometres south east of Adelaide.

Southern Grampians with an area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organization promotes leadership, innovation and working together and is committed to delivering quality services.

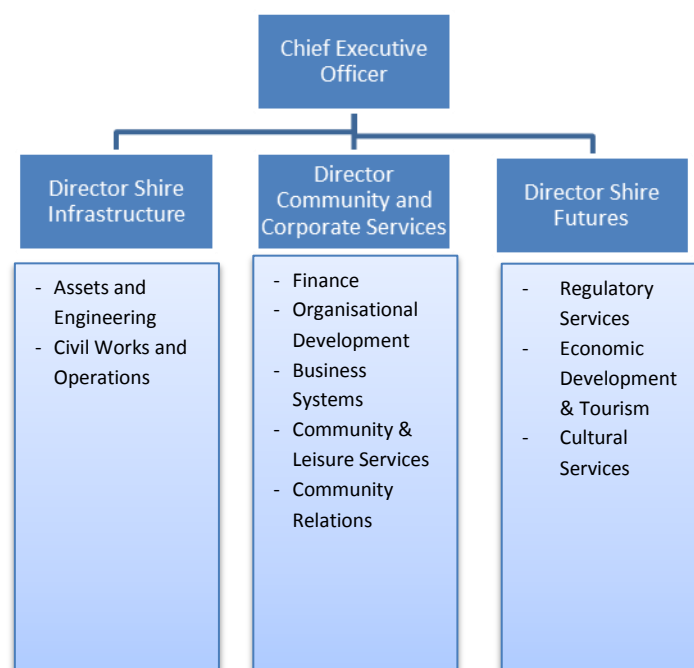
Hamilton which is the main retail and service centre is approximately one hours drive from the coastal areas of Port Fairy, Warrnambool and Portland and is supported by the smaller towns of Balmoral, Bransholme, Byaduk, Cavendish, Coleraine, Dunkeld, Glenthompson, Penshurst and Tarrington. Seven elected members, including the Major represent the community of Southern Grampians. For further information visit: www.visitgreaterhamilton.com.au

Bus and Rail services are available to Melbourne, via Ararat and Warrnambool.

Organisational Structure

Southern Grampians Shire Council is committed to a culture of strong, positive leadership, respect & integrity and aims to attract and retain skilled, loyal and dedicated people by offering work-based training opportunities, flexible working arrangements and providing a great work / life balance.

Council's workforce is organized into three directorates and the office of the Chief Executive Officer with more than 400 staff covering all types of professions – from lifeguards to community support workers, grader operators to customer service officers and librarians to building inspectors. Council's main offices are located in Hamilton and numerous other worksites are spread across the Shire, including Depots, Swimming pools and the Hamilton Art Gallery.



INSTRUCTIONS FOR APPLICANTS

Southern Grampians Shire Council offer jobs to people on the basis of competencies and experience. The applicant considered to be the best fit for doing the job is selected. To decide this we look at your qualifications, experience, skills, work practice, personal qualities, attitude and organisational fit. Choosing the best person for the job is part of our policy of Equal Employment opportunity. The Position Description (PD) provides the **selection criteria**. You need to show how you meet the selection criteria otherwise your application will not be considered any further.

COMPLETING YOUR APPLICATION

- ☒ Follow instructions in the Candidate Briefing Pack.
- ☒ Provide a covering or application letter.
- ☒ Write a statement about how you meet each **Selection Criteria** (essential & desirable) for the position. If this is not completed you will not advance any further in the selection process.
- ☒ Include a current **Resume**. This should include employment history, including voluntary work, you have done in the past, what organisations you have worked for, the period of employment, the kind of work you did, relevant to the job description.
- ☒ Provide the names and phone numbers of **Three Referees** (at least one referee should be current supervisor, if possible). Also add the nature of your relationship i.e. supervisory.
- ☒ Ensure you submit your application by the closing date. Applications received after the closing time and date will not be accepted.

ADDRESSING THE SELECTION CRITERIA

To address the above, you need to demonstrate how you possess each competency by relating it to your experience, skills, knowledge and personal qualities. Use examples, if appropriate, and include any formal qualifications and industry experience.

SUBMITTING YOUR APPLICATION

Your application can be submitted via email to jobs@sthgrampians.vic.gov.au

or via post to:

Manager Organisational Development
'Private and Confidential'
Locked Bag 685
Hamilton 3300

Applications must be addressed to the above email address applications sent directly to staff will not be accepted. Applications must be received by the closing time and date, or they will not be accepted.

Applications submitted via email will receive an electronic acknowledgement, however applications submitted via post will not receive a receipt of acknowledgement.

Please also note that due to a number of factors, our shortlisting process may take up to four weeks thus it may be four weeks before we make contact with you.

ATTENDING AN INTERVIEW

If you are selected for an interview, you will be contacted by phone or email and told when and where the interview will be. Prior to the interview you will be required to complete the following forms:

- A Consent to an employment screening check and
- A Relevant Factual information - Applicant Declaration.

In addition to the interview, you may be asked to demonstrate your skills, knowledge and experience through alternative selection techniques, such as demonstration, presentation or an alternative option.

Council reserves the right to hold a second interview with the preferred candidates.

AFTER INTERVIEW

If you are selected to move to the second stage of the interview process, you will be requested to complete

- A Medical Declaration, and
- A Criminal History Record Check Consent Form.

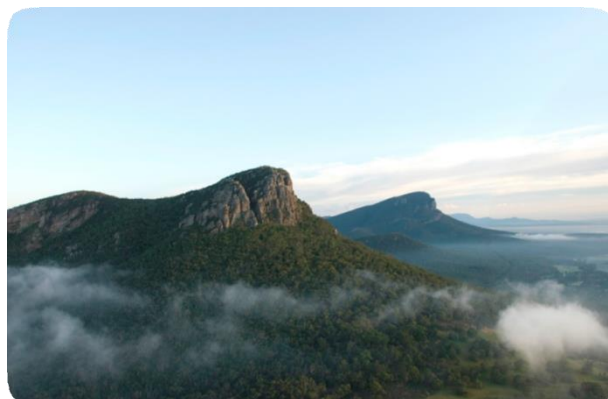
You will also be asked to provide 100 points in Identification check.

You may be asked to undertake a full medical including a drug test and you may also be required to complete a psychological test.

ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL.

You should note the following:

- Any false or misleading information when completing your application pack may result in not being selected for employment, or, if already employed, dismissal.
- Where a criminal record check proves positive, i.e. where the search of criminal records reveals a conviction, the information will be treated confidentially. A positive result from a criminal record check will not necessarily preclude a person from being employed. Each particular case will be determined on its merits and relevance to the position applied for. Disclosure of any pending charges is also mandatory.
- Where an applicant refuses to provide sufficient detail for a criminal record check, the applicant will not be considered for employment.



Position Details:

Employee:

Classification: Band 5

Position Number: 356.1

Business Unit: Organisational Development

About Southern Grampians Shire Council:

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Council, in its role as a regional and local service provider, operates over 65 services across a very diverse and extensive base. As an organisation it seeks to promote leadership, innovation and working together and is committed to delivering quality services and excellence in customer service. Continuous Improvement has been an important addition as the drive for efficiency and effectiveness is pursued.

Organisational Relationships

Reports to: Human Resources & Training Coordinator

Supervises: NIL

Internal Liaisons: Council Staff

External Liaisons: General Public
Various Government Departments
Training Organisations / Companies

Organisational Objectives

The Corporate Plan is a reference and discussion document that describes our organisational direction. Our vision is to 'be a learning organisation with the capacity for solutions' and our mission is to deliver Public Value.

Integral to all that we do and strive to achieve is our Values of working together, integrity, respect, innovation, vision and pride. These guide our behaviours both individually and organisationally. All staff will be strongly encouraged to act in accordance with these values and to role model these at all times. The Behavioural competences associated with each position in the organisation highlight some key attributes essential for the achievement of effective outcomes but assume a high level commitment to the values at all times.

Guided by our values and the Business Excellence Principles, the corporate plan sets out Key Result Areas, Key Success Factors, Major Opportunities for Improvement, the strategic steps required and how we will measure what we do.

The capacity of the organisation and how it operates will influence our ability to deliver on the Council Plan - the 4 year high level strategic document set by Council outlining its aspirations and goals for the term against which the community will assess its effectiveness.

Key Objectives

- Ensure that Council's corporate training calendar is prepared in line with financial year end and budget time frames
 - Coordinator of Corporate Training Calendar in line with the advertised time frames
 - Ensure that all aspects of training sessions are organised and communicated to participants in a timely and professional manner
 - Seek and communicate feedback from completed training to relevant stakeholders to ensure best value is being received
 - Where relevant, ensure that employees have the ability to receive formal training / education regarding policy / procedural updates for key changes
 - Conduct an annual Training Needs Analysis prior to drafting the corporate training calendar prior to each financial year
 - Work in conjunction with HR to ensure records of mandatory skills sets and qualifications listed on position descriptions are held
 - Research potential funding opportunities that would benefit employees
 - Guide and assist supervisors on potential training opportunities
 - Ensure the accuracy of data is captured and recorded on Council's databases / systems
 - Sound understanding of payroll functions
 - Assist payroll with data entry (time sheets) each fortnight
 - Organisational Development Team administration assistance & filing
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Key Responsibilities

- Develop and coordinate Councils annual training plan
 - Development, implementation, delivery and evaluation of training for organisational policies and procedures as required.
 - Assist the Manager Organisational Development & Training Coordinator in the development of management training programs for Coordinators and Managers
 - Facilitate training sessions for staff members where appropriate including educating staff about organisational policy and procedural updates
 - Conduct periodic Training Needs Analysis for the organisation to ensure alignment of Corporate Training Calendar with organisational needs
 - Assist with inductions of new employees
 - Coordinate annual reviews
 - Facilitate on line training
 - Maintain a database of completed qualifications with a specific focus on mandatory skills and qualifications
 - Research and make recommendations for new and innovative learning
 - Source potential funding opportunities
 - Assist Payroll Officer with data entry of timesheets each fortnight
 - Backfill Payroll Officer – data entry of timesheets & processing fortnightly pay
 - Perform other duties and responsibilities reasonably within the capabilities of the position ie: administration and filing for department.
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Key Selection Criteria

The candidate/employee will possess the following competencies:

Functional Competencies

- Demonstrated experience and skills in liaising with management, employees and the public in a professional manner;
- Demonstrated experience in an administrative function, including well developed database, spread sheet and general computer skills;
- Proficiency in general administration duties, and computer operations;
- Demonstrated experience in learning and development processes;
- A knowledge of the breadth of services provided by Council.

Personal Competencies (behaviours)

- Demonstrated problem-solving skills
- Demonstrated ability to plan, manage own and others time and achieve set objectives;
- Ability to gain cooperation and assistance from other employees and external stakeholders.
- Ability to remain pleasant and courteous at all times even when dealing with difficult people.
- Good Communication and people skills

- Ability to deal discreetly and tactfully with confidential and sensitive matters
- Well-developed written and verbal communication skills, including the ability to gain cooperation from others, and to work harmoniously in a team environment;

Qualifications and Experience

- Cert IV in Training and Assessment
- Relevant qualifications in Learning and Development or a number of years of relevant experience in an identified learning and development role
- Demonstrated understanding of Corporate Training
- Demonstrated experience and effectiveness in the development, facilitation and evaluation of Corporate Training programs, with a focus on staff development and improvement
- Payroll experience advantageous but not crucial;
- Working knowledge of Equal Opportunity and Fair Work legislation, and Industrial Awards;
- Victorian Drivers Licence
- Experience in Local Government or similar role – this is desirable but not essential

REQUIREMENTS	
Accountability and extent of authority	<ul style="list-style-type: none"> • Contributes to the efficient and effective output of the unit, by facilitating learning and development opportunities to Council managers, supervisors and employees and providing a courteous, efficient and professional service. • Is accountable for the quality, effectiveness and timeliness of own work output to contribute to effective and efficient human resources management activities of other parts of the organisation and to the overall performance of the Organisation Development Unit. • To provide support and specialist advice to staff and management within boundaries set by policies, well documented procedures and legislation with regular supervision. • Contribute to development of policy in relation to learning and development, performance management and staff induction.
Judgement and decision making	<ul style="list-style-type: none"> • Work may involve improving and/or developing methods and techniques generally based on previous experience with guidance and advice usually available within the time to make a choice. • Initiative is sometimes required to deal with unusual problems or issues not previously encountered.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Understanding of relevant policies and legislation and their application within the organisation. • An appreciation of contemporary learning and development/HR practices. • Understanding of relevant funded training opportunities. • Ability to plan, deliver/implement and evaluate in-service training. • Intermediate level skills in the use of Microsoft Office (Word & Excel). • Sound understanding of payroll functions

Management skills	<ul style="list-style-type: none"> • Work with minimum supervision. • Assess the urgency and needs of competing requests and prioritise own workload accordingly. • Co-ordinate own work with others to achieve outcomes in a way that satisfies the timing and quality needs of all parties. • Plan and manage time effectively and manage multiple issues simultaneously <p>Will comply with systems and policies to ensure a safe work environment by:</p> <ul style="list-style-type: none"> • Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act • Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare. • Contribute to OHS consultation processes. • Prompt reporting of hazards and incidents.
Inter-personal skills	<ul style="list-style-type: none"> • Relate and liaise effectively with Council staff and members of the public to gain cooperation and create a positive working relationship. • Well-developed written skills in responding to enquiries, preparation of internal and external correspondence and the documentation of performance results. • Ability to train and coach others. • Communicate and work effectively as part of the Organisational Development team.

Additional Requirements

The incumbent will adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures
- Privacy Act
- Equal Opportunity Act
- Occupational Health and Safety Act
- Government/Industry Codes of Conduct and Staff Code of Conduct and Employee Handbook
- The Southern Grampians Shire Council Enterprise Agreement

Performance Targets will be negotiated as part of Council's regular Employee Development Program planning and review process.

A Police Record check and a Medical Declaration are required prior to employment.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____