

## CENTRAL LAND COUNCIL

### JOB DESCRIPTION

<b>POSITION TITLE:</b>	Organisational Development Coordinator
<b>POSITION NUMBER:</b>	HR010
<b>CLASSIFICATION LEVEL:</b>	CL 6 – SO C (Broad banded)
<b>POSITION LOCATION:</b>	Alice Springs
<b>RESPONSIBLE TO:</b>	Manager, Human Resources
<b>LAST REVIEWED:</b>	October 2021

#### KEY FUNCTION

To lead the Organisational Development efforts within the CLC. To coordinate this effort through close liaison with all learning and development functions within the CLC, as well as working closely with the training and employment staff within the EPU and Land Management. The position will require the development and maintenance of the Learning and Development module of Chris 21 as well and coordination of the Aboriginal Development project. The latter being the flagship learning and development outcome for the organisation.

The Coordinator will work closely with the HRM and other managers with in the organisation to analyse, plan, develop, administer and evaluate training and development programs, both in-house and external, for the Central Land Council (CLC).

#### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Coordinate the training needs of CLC employees and conduct training courses as required;
2. Develop the Aboriginal Development Group concept and determine the best learning method to grow skill with aboriginal staff at CLC.  
**Note:** This activity will require the establishment of a trainee concept with additional mentoring staff/educators assigned to an organisational learning cluster.
3. As part of responsibility 2 above, identify educational pathways that assist in the professional development of Aboriginal employees and facilitate and support their participation;
4. Develop and maintain training resources and manuals as required;
5. Evaluate the effectiveness of training programs using surveys, questionnaires, interviews and by observation;
6. Coordinate and administer training bookings and attendance;
7. Prepare, administer and conduct training assessments, study agreements and individual training plans;
8. Coordinate and conduct CLC's orientation, induction and cross cultural awareness programs;
9. Maintain training records including archiving and filing;
10. Develop and maintain preferred supplier arrangements with fit for purpose, cost effective external training providers;
11. Prepare training reports as required;
12. Identify relevant government programs, funding sources and resources to support CLC training initiatives, prepare documentation, correspondence and submissions, and participate in related meetings and negotiations;
13. Coordinate CLC's cadetship and traineeship programs, including mentoring cadets and trainees;
14. Administer the CLC training budget, including planning and reporting;
15. Contribute to the development, implementation, maintenance and reporting of strategic and organisational initiatives, HR strategies, policies, projects and practices; and
16. Other duties which are safe, legal & logical while being within the limits of the employee's skill, competence and training consistent with the classification structure.

#### MONITORING AND COMPLIANCE DUTIES

- CLC Corporate Plan;

- CLC Enterprise Agreement and Code of Conduct;
- CLC Risk Management Plan;
- Industrial Relations Legislation;
- Public Governance, Performance and Accountability Act 2013 (PGPA Act);
- Work Health & Safety Act (Cwth) 2011;
- Workers Compensation Legislation;
- Anti-Discrimination and Privacy Legislation; and
- CLC Policies and Procedures.

#### WORKING RELATIONSHIPS

- Reports to and receives direction from the Manager, Human Resources.
- Maintains collaborate working relationships with other Human Resources staff.
- Liaises with CLC staff in relation to front office information.

#### SELECTION CRITERIA

HR010

##### ESSENTIAL

1. Relevant qualifications (minimum certificate IV level in training and assessment) and/or equivalent demonstrated experience in vocational education and training.
2. Sound understanding of the practical delivery of Aboriginal training programs and the skills required for involvement in Aboriginal programs.
3. Experience in the delivery and implementation of training across multiple areas including induction and orientation programs.
4. Effective verbal and written communication skills.
5. Ability to develop and administer training plans and study agreements.
6. Ability to travel to remote locations as a part of the job to conduct or coordinate training.
7. Experience and track record securing funding sources for cadetships and traineeships programs.
8. Proven administration skills, including proficiency in using a range of software applications including Microsoft Word, Excel, PowerPoint and databases.
9. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
10. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
11. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
12. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

##### DESIRABLE

1. Current NT manual drivers licence or the ability to obtain one.
2. A knowledge and understanding of the overall context in which the Central Land Council operates and a willingness to travel and work in remote localities, if required.
3. Experience in working in an Aboriginal organisation or cross-cultural environment.
4. Experience in working in cross platform and multimedia forms of training delivery.
5. Would be advantage to have experience in Frontier's chris21 Learning Management System.
6. Experience in conducting training need analyses and identify skill gaps across the organisation.

Approved Copy

Signed: ..... Date 12/10/2021

Unit Manager

Signed: ..... Date 12/10/21

General Manager

#### ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

This Job Description forms part of the Contract of Employment and reflects the position at present time only, and

may be changed at management's discretion in the future.

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Employee Name (Please Print)

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Employee Signature

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Date