

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Learning and Development Coordinator		
Agreement:	The District Nursing Service Non-Nursing Agreement 2020		
Approved By:	Alison Oakes (ACEO)	Approved Date:	03/04/2024

THE DISTRICT NURSES PURPOSE AND VALUES

Purpose

- Committed to Care
- Tasmania's most trusted community healthcare provider

The following values guide the day-to-day operations and future planning of The District Nurses;

- **Commitment** – We are committed to inclusive service provision that ensures equitable access and quality outcomes for all.
- **Equality** – We respect the rights of all.
- **Trust** – We are recognised for our reliability and the highest standards of care.
- **Versatility** – We are responsive to our customers' needs, rights, and choices.
- **Excellence** – We strive to perform to the highest standards and deliver the best services
- **Transparency** – We are always open to scrutiny and are professional, safe, ethical, and honest.

POSITION OBJECTIVE

As the Learning and Development Coordinator, you will be an integral part of the People & Culture team, focusing on facilitating the organisation's learning and development initiatives. Your primary responsibility will be to support the planning, coordination, and analytical aspects of training programs to foster employee growth and skill development.

POSITION RESPONSIBILITIES

Key Work Activities	Work Performance Requirements
Training Coordination	<ul style="list-style-type: none"> • Collaborate with trainers, facilitators, and participants to organise and schedule training sessions and courses. • Ensure seamless logistics and communication before, during, and after training events. • Develop and implement evaluation strategies to assess the effectiveness of learning initiatives. Collect feedback from participants and stakeholders to continuously improve training programs. • Coordinate and deliver compliance training programs to ensure that employees are knowledgeable about relevant policies, procedures, and regulations.
Enrolments	<ul style="list-style-type: none"> • Manage the enrolment process for training programs, tracking participant enrolments and sending confirmations. • Oversee the Learning Management System (LMS), managing enrolments, providing course extensions, and updating courses/modules as per the annual training plan.

	<ul style="list-style-type: none"> • Provide user support for the LMS as needed.
Training Preparation	<ul style="list-style-type: none"> • Conduct needs assessments to identify learning gaps and training needs within the organisation. Use data-driven insights to inform the development of learning solutions. • Assist in preparing training materials, including handouts, attendance sheets and presentations. Ensuring timely distribution to participants. • Coordinate training room setup, audiovisual equipment, and catering services to facilitate effective learning experiences.
Training Record Management	<ul style="list-style-type: none"> • Maintain accurate records of training attendance, competence, and evaluations. • Enter data into the training matrix to track participant progress and completion. • Generate reports for monitoring, evaluation, and compliance purposes. • Provide training attendance records to the payroll department for compensation purposes.
Administrative Tasks	<ul style="list-style-type: none"> • Complete administrative tasks related to training records, including scanning certificates and entering data into relevant systems. • Ensure proper filing of scanned certificates in employee records for future reference and compliance.
Communication	<ul style="list-style-type: none"> • Act as a point of contact for training-related inquiries from employees, trainers, and external providers. • Communicate training schedules, updates, and logistical details to participants. • Collaborate with management to track outstanding training requirements and provide regular updates. • Proactively send reminders to managers regarding upcoming probations and annual performance reviews for their team members. Follow up with managers to confirm completion of reviews and documentation of outcomes in the appropriate systems.
Apprenticeships and Course Support	<ul style="list-style-type: none"> • Provide support and guidance to staff currently undertaking courses and apprenticeships. • Assist in coordinating mentorship opportunities and additional resources for their development. • Monitor progress and provide necessary assistance to ensure successful completion of courses and apprenticeships.
Budget Support	<ul style="list-style-type: none"> • Assist in monitoring training-related expenses and budgets, managing invoices and purchase orders.
WHS	<ul style="list-style-type: none"> • Reports any issues that may affect workplace health, safety and wellbeing through the organisations Incident Management System.
Other Duties	<ul style="list-style-type: none"> • Any other duties as required by Management.

ORGANISATIONAL RELATIONSHIPS

Reports To:	People & Culture Manager
Supervises:	Nil Reports
Key Working Relationships with:	Team Leaders

QUALIFICATIONS AND COMPETENCIES

ESSENTIAL REQUIREMENTS:

- National Police Check
- Working with Vulnerable Persons Check
- Drivers Licence

DESIRABLE REQUIREMENTS:

- Previous experience in administrative roles, preferably in a training or learning and development environment.
- Certificate IV in Training and Assessment

SELECTION CRITERIA

1. Strong organisational and time management skills, with the ability to prioritise tasks and meet deadlines.
2. Proficiency with learning management systems (LMS), e-learning tools, and other technology platforms used for training delivery and administration.
3. Proficiency in Microsoft Office Suite (Word, Outlook and advanced proficiency in Excel) and other relevant software applications.
4. Analytical mindset with the ability to collect and analyse data to measure the impact of learning initiatives.
5. Excellent attention to detail and accuracy in record-keeping and data entry.
6. Strong interpersonal skills with the ability to communicate effectively with diverse stakeholders.
7. Ability to maintain confidentiality and handle sensitive information with discretion.

EMPLOYEE DECLARATION

In signing this declaration I acknowledge that I, _____
have been advised of the requirements and conditions of this appointment based on this Position Description.

Signature

Date