



POSITION DESCRIPTION

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| Position Title | Learning and Development Coordinator | | |
| Location | Darwin | Department | Office of the CEO |
| Position Level | Level 8 | Work Group | Human Resources |
| Position Type | Permanent / Full time | Approval Date | 17 January 2026 |
| Coverage | WARC Enterprise Agreement 2024 | Approved By | CEO |

Position Objective

This position is responsible for the planning, development, coordination, sourcing, implementation and evaluation of innovative and contemporary learning and development programs that support strategies aimed at building capability of West Arnhem Regional Council (WARC) employees.

This role will also provide operational and advisory support to the Human Resources function to enhance the delivery of workforce development, performance management, and other HR initiatives across Council.

Key Duties and Responsibilities

1. Provide advice and support to the Human Resources Manager to ensure the Learning and Development framework aligns with and delivery of the Council’s strategic plan.
2. The Learning and Development Coordinator will consult with management and key staff across Council and external training providers to develop and implement a contemporary Learning and Development Framework to complement the unique cross-cultural needs of Council’s diverse workforce.
3. Ensure training programs meet quality standards and that set learning objectives are achieved.
4. Support the implementation and continuous improvement of Council’s performance management processes, including aligning learning and development initiatives with performance objectives, documentation requirements, and follow-up actions for staff and managers.
5. Undertake regular training needs and gap analyses to develop and maintain a staff capability matrix that clearly maps current and required skills for each service portfolio and job family.
6. In consultation with relevant staff, plan and coordinate all Council training activities, including internal training programs and organising training from external providers ensuring that training is relevant and fulfils statutory and contractual obligations.
7. Review the effectiveness of training and utilise employee feedback to identify value add opportunities for improvement in the design and delivery of learning and development activities.
8. Investigate possible funding programs and opportunities to improve Indigenous training and development in remote communities.
9. In consultation with relevant staff, design and deliver Cross-Cultural Awareness training that reflects WARC’s strategic priorities around cultural safety, partnerships and belonging.
10. In collaboration with the Human Resources team, actively promote and participate in the implementation of Council’s First Nations Employment Plan.
11. Design, develop and evaluate instructor-led training programs utilising interactive technology and ensuring that the program is pitched to suit the working environment, that the information is consistent, easy to understand and well organised.
12. Coordinate staff study assistance including applications for study assistance, study leave, attendance at external study or training programs, and provide advice to staff and managers.
13. Prepare reports (for example for Council, senior management and government agencies, as required).



Key Duties and Responsibilities

- 14. With regard to work health and safety in the workplace:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council’s work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Human Resources Manager which are within the employee’s skills, competence and training.

Essential Criteria

- 1. Tertiary qualification in Human Resources or Education and/or high-level training experience in a similar organisation.
- 2. Demonstrated experience in human resources in a learning and development role, encompassing the responsibility for design and delivery of learning activities.
- 3. Excellent communication and negotiating skills including the ability to influence senior stakeholders and to communicate with a cross-cultural workforce.
- 4. Accomplished presentation and facilitation skills.
- 5. Knowledge and experience in applying Australian Qualifications Framework.
- 6. Well-developed conceptual and analytical skills.
- 7. Ability to foster a culture of life-long learning.
- 8. Strong understanding and appreciation of Indigenous culture, living and working in remote communities and a demonstrated ability to be a good a cultural fit for Council.
- 9. Qualifications / licences:
 - a. Certificate IV in Training and Assessment (TAE40122 preferred)
 - b. Current C Class Drivers licence, at a minimum

Desirable Criteria

- 1. Previous Local Government Experience

Organisational Relationships & Further Information

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| Reports to | Human Resources Manager | Supervises | None |
| Internal liaising | Other managers All staff | External liaising | Government representatives, Community organisation representatives, Community members and stake holders Consultants and Businesses |
| Span of hours | Days on which ordinary hours can be worked – Monday to Friday Span of ordinary hours – 6 am to 6 pm | | |
| Employment Check / Permit | Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust. | | |
| Travel | Travel to remote communities by light aircraft or 4wd will be required, and stays may be required. | | |

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.