

POSITION DESCRIPTION	
<b>Position Title</b>	<b>Learning and Development Specialist</b>
<b>Reports to</b>	Human Resources Manager
<b>Supervision of</b>	<b>None</b>
<b>General Description</b>	<p>The Learning and Development Specialist &amp; Training Coordinator is part of the Human Resources Team and will assist with a range of personnel development services across all Roberts and Morrow entities and sites. This entails the review, creation and implementation of ongoing delivery of relevant training, and the provision of general advice, policies and support for the Firm.</p> <p>Working closely with the Leadership of the business, you will assist in the development and implementation of training initiatives to maintain a cohesive, performance focused culture in line with the Firm’s goals and values.</p>
<b>Essential Knowledge, Experience and Qualifications</b>	3 years minimum experience across all key training, educational and vocational responsibilities including coordination of courses and policy development.
<b>Desirable Knowledge, Experience and Qualifications</b>	<p>HR and/or Education related tertiary qualifications will be highly regarded.</p> <p>Experience in the implementation of Learning Management Systems.</p> <p>Experience working in a professional services Firm.</p>

<p><b>Essential attributes</b></p>	<p>Experience in the scoping and implementation of Learning Management Systems.</p> <p>Excellent interpersonal and communication skills and the ability to build effective working relationships with Partners, staff and external stakeholders.</p> <p>Positive attitude with the ability to work both autonomously and within a team environment.</p> <p>Ability to multi-task, organise and prioritise effectively.</p> <p>Empathy and respect for all staff, with a commitment to handling issues sensitively and confidentially.</p> <p>Excellent Leadership skills.</p> <p>Working rights in Australia.</p>
<p><b>Key Performance Indicators</b></p>	<ol style="list-style-type: none"> <li>1. Monthly Training Report submitted by the end of the first week of the month</li> <li>2. Development and maintenance of a training matrix covering all employees and positions</li> <li>3. Monitoring and reporting on staff competency parameters</li> </ol>
<p><b>Task Responsibilities</b></p>	

<p><b>Training</b></p>	<p>Develop and implement the Firm’s Learning Management System, ensuring training requirements for all staff and positions are consistently monitored.</p> <p>Develop and implement competency framework for the entire firm to ensure all roles have clear learning pathways.</p> <p>Monitor and report on staff training attendance, including Professional Development hours for qualified personnel.</p> <p>Track employees training activities against a matrix of staff competencies.</p> <p>Liaise with external training providers to ensure delivery of courses is relevant and timely.</p> <p>Review bi-annual performance appraisals to assess potential training needs, and implement remedial actions as required.</p> <p>Participate in the development and maintenance of the Firm’s cadetship/ internship and graduate programme.</p> <p>Coordinate training and development events.</p> <p>Serve as Secretariat to the PD Committee and the Procedures Committee.</p>
<p><b>General</b></p>	<p>Provide support and assistance to HR team, staff and Partners in relation to training and development related queries.</p> <p>Work with the Human Resource Manager to facilitate, report on and develop required action plans from the Annual Staff Engagement Survey.</p> <p>Complete other administration activities and support Executive Team members as required.</p>

**General Responsibilities and Expectations**

- Communicate professionally with clients, suppliers and colleagues
- Build positive productive working relationships internally and externally
- Be familiar with and able to articulate the Firm's services and differentiating factors
- Contribute to innovation and continuous improvement across the Firm
- Demonstrate a commitment to continued professional development by attending and actively participating in training, taking responsibility to seek self-development opportunities and keep up to date with technical matters.
- Conduct our business in compliance with ethical practices
- Monitor and adhere to procedures and workflow deadlines
- Be familiar with and adhere to Staff Policies and Procedures
- Attend/support relevant RM events
- Follow all reasonable instructions of Human Resources Manager and Partners

**Agreement to this Position Description**

I have read and understood this Position Description.

I understand that this document provides general information and that it may be altered at any time at the discretion of the Firm.

I agree to perform to the best of my ability and to deliver the responsibilities described in this Position Description, in accordance with Firm policies and procedures and all reasonable management directions.

Agreed by: \_\_\_\_\_

<b>Employee</b>	<b>Signature</b>	<b>Date</b>
-----------------	------------------	-------------

Signed on Behalf of Roberts and Morrow:

_____	_____	_____
<b>Name</b>	<b>Signature</b>	<b>Date</b>