

Position Description

Position Title	Learning Advisor
Directorate	Corporate Services
Business Unit/s	People
Reports to	Service Lead People Capability
Classification	Level 9 – Inside Workforce Agreement

Organisational Overview

The City of Stirling is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of approximately 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision





A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:

 <p>Approachable</p> <p>We are welcoming, respectful and work collaboratively towards our shared goals.</p>	 <p>Responsive</p> <p>We understand our Community needs and are proactive to achieve positive outcomes.</p>	 <p>Transparent</p> <p>We approach work with integrity and are open in our interactions.</p>	 <p>Innovative</p> <p>We strive for continuous improvement to deliver a sustainable future and a positive impact for our Community.</p>
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Reporting Relationships

This position reports to the Service Lead People Capability and has no direct reports.

Business Unit Objective

The People Business Unit portfolio encompasses a spectrum of human resources services including business partnership; industrial relations; attraction and selection; learning and development; employee workplace health, safety and wellness; and payroll. The team consists of human resources professionals who support the business across the complete employee lifecycle of:

Recruitment	Onboarding	Training	Engagement	Safety	Entitlements
<i>Source the right people</i>	<i>Welcome and induct</i>	<i>Ensure equipped to perform</i>	<i>Engage, inspire, retain and reward</i>	<i>Physical, emotional, mental wellbeing</i>	<i>Pay on time and accurately</i>

Position Overview

The Learning Advisor will be committed to promoting and developing a culture of learning by developing a variety of learning modules including eLearning, to be utilised for driving self-directed and business-initiated learning, in line with our Learning & Development strategy. The role is responsible for end-to-end learning and be involved in designing workflows or learning content for other people initiatives such as onboarding, culture, performance and capability. It will work closely with Senior Talent & Development Advisor, People Business Partners, People Project Lead and WHS on various projects & initiatives to deliver best in class learning modules and employee experiences across the business to ensure our people engage with learning and employee lifecycle activities.

Position Objectives

- Design the learning approach and program for various people centric projects across the employee lifecycle including setting learning objectives, creation of a curriculum outline and selection of a fit for purpose learning approach.
- Proactively collaborate and liaise with various stakeholders and subject matter experts to ensure learning and training is accurate and appropriate.
- Development of learning materials including content writing & design (e-learning, instructor led training and user guides)
- Execution of learning approach by coordinating and collaborating with other project team members including the delivery and facilitation of learning sessions as and when required
- Assessment and evaluation of the learning program through feedback and analysis of qualitative and quantitative data and insights to improve learning outcomes.
- Produce internal communications messages and artefacts to support implementation of learning outcomes
- Support the change management process ensuring learning programs align with the City's overall change management objectives and goals.
- Enhance the broader Business Unit's team skills in identifying and delivering effective learning and development programs, ensuring they are equipped to foster continuous professional development aligned to the City's strategic goals.
- Assist in enhancing the teams ability to identify and or deliver on key learning & development initiatives/programs

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy..

Selection Criteria

Qualifications/Education Level	
Relevant tertiary qualifications or similar to a bachelor's degree in Instructional Design, Education, Communications, Learning and Development or related field	Essential
Mandatory Certificates, Licences, Tickets, Memberships, Registrations	
Training and Assessment Certification	Essential
Knowledge, Skills, Experience & Abilities	
Excellent written and communication skills	Essential
Minimum 3 years experience in instructional design or learning and development	Essential
Knowledge of instructional design models and adult learning principles	Essential
Ability to work independently and self manage various priorities on people centric projects	Essential
Previous experience in an instructional design/trainer role	Essential
Previous experience using eLearning development tools	Essential
Previous experience in ERP systems and employee lifecycle initiatives	Preferred
Previous graphic design and video editing tools	Preferred
Strong attention to detail	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	

Office use only

Position Creation Date	Date	30 October 2024	Officer	Manager, HR
Last reviewed/Modified	Date	11 August 2025	Officer	Chief People Officer