

POSITION DESCRIPTION



Workplace Learning & Development Specialist



OD POSITION DETAILS

Position Title	Workplace Learning & Development Specialist
Classification	HEW Level 8
Position Number	7016437, 7016438, 7013780
School/Office	People & Culture
Division	Operations

POSITION PURPOSE

The Workplace Learning & Development Specialist role is responsible for designing, developing, and facilitating learning programs that enhance University capability and employee skills to drive organisational effectiveness.

KEY ACCOUNTABILITIES

1. **Design, develop and deliver** contemporary workplace learning and capability initiatives that strengthen organisational capability and support the achievement of the University's strategic priorities, operating with a high level of professional judgement and autonomy.
2. **Apply contemporary adult learning, instructional design and learning experience principles** to analyse capability needs, design fit-for-purpose learning solutions, facilitate engaging learning experiences and evaluate outcomes using a systems approach to workplace learning.
3. **Lead the development, implementation and continuous improvement** of the University's professional development portfolio, ensuring learning programs remain evidence-based, accessible, inclusive and aligned to emerging organisational capability requirements.
4. **Collaborate with leaders, subject matter experts and stakeholders** to identify capability needs, diagnose performance and skill gaps, co-design learning solutions and embed sustainable capability development practices across the University.
5. **Design, develop and leverage digital learning technologies, multimedia resources and AI-enabled learning solutions** where appropriate to enhance learner engagement, accessibility, operational efficiency and the overall learning experience.
6. **Evaluate the effectiveness and impact** of workplace learning initiatives through data analysis, learner feedback, capability measures and organisational insights to inform evidence-based improvements, reporting and strategic recommendations.

7. **Lead and contribute to strategic capability development initiatives**, including leadership development, management capability, talent development, mentoring, coaching and other workforce capability programs that support organisational performance and future workforce needs.
8. **Build collaborative partnerships and contribute professional expertise** across the Office for People and the University by managing projects, sharing contemporary practice, supporting colleagues and maintaining knowledge of emerging trends in organisational development, workplace learning and capability development.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- A current **TAE40122 Certificate IV in Training and Assessment (or equivalent)** and/ or a relevant tertiary qualification in adult learning, organisational development, education or a related discipline.
- Demonstrated experience in **analysing, designing, developing, facilitating and evaluating** workplace learning and capability initiatives within a large, complex organisation, applying contemporary adult learning principles and a systems approach to training.
- Proven ability to **design engaging learning experiences** using a range of learning methodologies, digital technologies and learning management systems to support accessible, inclusive and effective professional development.
- Strong stakeholder engagement, facilitation and communication skills, with the ability to build productive relationships and influence diverse audiences across all organisational levels.
- Demonstrated capability to use **data, evaluation and organisational insights** to measure learning effectiveness, inform continuous improvement and support evidence-based decision making.
- Excellent project management, planning and organisational skills, including the ability to manage multiple priorities, deliver quality outcomes and adapt to changing organisational needs.
- Proficiency in contemporary digital tools and technologies, including Microsoft 365, learning management systems, multimedia authoring tools and AI-enabled learning technologies where appropriate.

KEY RELATIONSHIPS

- **This position reports to:** Manager, Capability & Performance
- **This position supervises:** None.
- **Key internal relationships:**
 - Members of the Organisational Development & Diversity, Equity & Inclusion Directorate
 - Members of People & Culture
 - Contacts in the primary client group
 - Communications staff
- **Key external relationships:**
 - External providers contracted to support projects
 - Agencies and organisations that inform good OD, capability & performance practice

CHALLENGES

- **Managing competing priorities and timeframes:** Balancing multiple concurrent initiatives, shifting organisational priorities and stakeholder expectations while maintaining quality, coherence and alignment with strategic intent.
- **Delivering impact with limited resources and systems architecture:** Designing and delivering capability and performance solutions within constrained resourcing, budgets and

capacity, requiring pragmatic prioritisation and scalable OD approaches.

- **Expectation management across diverse stakeholders:** Navigating differing levels of readiness, maturity and appetite for change, while managing expectations about pace, outcomes and the role of OD in enabling sustainable performance improvement.
- **Countering solutioneering that undermines OD best practice:** Responding to pressure for quick fixes or pre-determined solutions by advocating for evidence-based diagnosis, co-design and systemic approaches that support long-term capability and performance outcomes.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: People & Culture

Date: July 2026