

# POSITION DESCRIPTION



## Learning and Development Officer



### POSITION DETAILS

Position Title	Learning and Development Officer
Classification	HEW 7
Position Number	TBC
School/Office	Pay Confidence Program
Division	Division of Chief Operating Officer

### POSITION PURPOSE

The Learning & Development Officer designs, delivers, and evaluates learning programs that build capability and support the University's strategic objectives. This role is responsible for creating engaging instructional content, facilitating training sessions, and leveraging digital learning technologies to provide scalable solutions. The position ensures continuous improvement by analysing program effectiveness and recommending enhancements to meet evolving workforce needs.

### KEY ACCOUNTABILITIES

- Design and develop learning programs and resources using contemporary instructional design principles.
- Facilitate training sessions, workshops, and webinars to support staff development.
- Evaluate the effectiveness of learning initiatives through data analysis and feedback, recommending improvements where required.
- Maintain and update content within the Learning Management System (LMS) and other e-learning platforms.
- Collaborate with stakeholders to identify capability gaps and align learning solutions with organizational priorities.
- Provide advice on best practices in learning design, delivery, and technology integration.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

- A relevant degree in Education, Human Resources, or Learning & Development OR an equivalent combination of education and experience.
- Demonstrated experience in instructional design and facilitation of learning programs.
- Strong analytical skills to evaluate training effectiveness and recommend improvements.
- Proficiency in digital learning technologies, including LMS and e-learning tools.
- Excellent communication and stakeholder engagement skills.

## KEY RELATIONSHIPS

- **This position reports to:** Senior Project Manager, Mitigation
- **This position supervises:** NIL
- **Key internal relationships:**
  - HR team, managers, staff across the University
- **Key external relationships:**
  - Training providers, technology vendors

## CHALLENGES

- Designing learning solutions that meet diverse needs and learning styles.
- Managing multiple projects and deadlines in a dynamic environment.
- Keeping pace with emerging technologies and trends in digital learning.
- Measuring and demonstrating the impact of learning initiatives on organizational performance

## 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: Matthew Bond**

**Date: 07/01/2026**