

POSITION DESCRIPTION

Learning and Development Business Partner

Position Purpose:

The Learning and Development Business Partner is responsible for forming strong and trusted partnerships with stakeholders in order to assist with identifying, developing, implementing and evaluating learning and development activities for both internal employees and external parties, in close collaboration with the Head of HR.

Reporting to:

Head of HR

Position Responsibilities:

- Assist with identifying, developing, implementing and evaluating new and existing learning and development programs across the Company, in line with ASQA requirements, National Quality Standards and the Company business objectives, in close collaboration with the Head of HR;
- Working closely with specialists from within the business to assist in designing high quality, engaging and effective digital learning content;
- Assisting with delivery of face to face training resources as needed;
- Support the Head of HR in the implementation and management of the Company Learning Management System;
- Coordinate in house and external learning and development sessions as required;
- Administration governance of all Company learning and development activities;
- Coordination of funding administration and enrolment process with RTO and third parties where applicable;
- Support the Head of HR in coordination of identified employee professional development activities; and
- Undertake other learning and development related activities as directed by the Head of HR.

Competencies Required:

- Broad experience in the design, coordination and evaluation of learning programs and solutions;
- Experience working within a learning and development environment will be considered advantageous;
- Experience in building strong cross-functional working relationships; and
- Strong technological literacy;
- Work as a Rail Safety Worker Category 4 (non-safety critical worker).

Profile Requirements:

- Fluent in English with excellent written and verbal communication skills with a high level of attention to detail and accuracy;
- Able to actively seek out opportunities for improvement and be a key driver for positive change;
- A highly self-motivated team player, with sound organisational skills;
- Able to apply creativity and innovation towards the creation and roll out of learning content for a geographically dispersed workforce;
- Demonstrates a collaborative, positive and energetic approach;
- Able to act and behave with integrity and in accordance with KD's code of conduct and values at all times and in such manner so as not to bring KD into disrepute or disrespect;
- Works well under pressure, meeting set deadlines and excels at working autonomously;

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- Enjoys the challenge of a varied workday, with an ability to multi-task; and
- Legally entitled to live and work in Australia.

All KD workers have a responsibility to comply with and implement the KD Integrated Management System and to participate in processes, systems and procedures for Safety Environment and Quality that support KD business activities. Responsibilities are set out below:

- Comply with and implement the processes and systems that support positive safety culture and integrate positive safety culture into everyday work activities and behaviours;
- Contribute through the implementation of work activities and demonstrate behaviours in line with a positive safety culture to achieve KD's objectives and targets;
- Comply with and implement, participate in and support the KD's continuous improvement processes and systems;
- Participate in internal and external audits for continuous improvement of KD's systems and processes;
- Comply with and implement KD's systems and processes;
- Attend education, awareness and training provided by KD, hold the competencies to perform the role;
- Report all incidents and accidents in accordance with KD's incident reporting process;
- Participate in KD's injury management process;
- Integrate SQE performance requirements into behaviours and activities, follow processes and systems and provide feedback to the SQE team to facilitate continuous improvement;
- Comply with and implement KD's Fit for Work programs and system and attend work – fit for work;
- Comply with and implement the SQE requirements for human factors identification and assessment; and
- Participate in, comply with and implement the processes and systems that facilitate corrective actions, opportunities for improvement and hazard reporting