



Senior People & Learning Coordinator

The Opportunity

This is an exciting new opportunity for a proactive and passionate senior HR professional to contribute to the vital work of our Not-For-Profit organisation.

Operating within the People and Culture team and reporting directly to the Executive Manager People and Culture, this role will play a critical part in supporting the management team and employees across our organisation.

About the Role

In this position you will provide expert advice in relation to Learning and Development initiatives and ensure our people are provided with opportunities to grow and develop.

This senior role will support employee culture and the performance of our operational teams, enabling a growth mindset and business improvements.

What we offer

- Competitive Salary starting at **\$110,102.72 pa** + 12% Super
- Generous Salary Packaging benefits including Remote Area Benefits.
- Professional development and training opportunities.
- Employee Assistance and Wellbeing Programs.
- A passionate and supportive Team environment.
- Equal Opportunity and Rainbow Tick Accredited employer.

Key responsibilities for this role include

- Assist with reviewing and implementing People & Culture policies and procedures.
- Provide expert advice and recommendations on appropriate management and resolution of low-level employment matters including employee grievances, attendance management, performance and conduct matters
- Applying professional knowledge and judgment to manage queries and escalate matters to the Executive Manager People & Culture where appropriate.

- Providing leadership, guidance and oversight of day-to-day work activities of the People & Culture team members.
- Encourage positive relationships within the People & Culture team and overall organisational staff cohort through role modelling and mentorship.
- Support People & Culture Coordinator to assess Rec 209 MMQ eligibility of prospective new employees.
- Provide support for various People & Culture initiatives, project works and events including HRIS build and implementation, culture, employee wellbeing and engagement activities.
- Support the Safety & Wellbeing Coordinator to ensure the safety and wellbeing of staff.
- Support employee professional development by recommending options for training to help address employee skill gaps within the workplace, particularly as it relates to Recommendation 209 from the Family Violence Royal Commission.
- Undertake research and analysis to identify quality learning content, materials and learning tools, for eLearning, mandatory and professional development programs.
- Provide best practice learning and development advice to the business through identifying emerging trends and opportunities.
- Deliver and coordinate the new employee induction program, student placement and orientation programs, internal workshops and training forums.
- Coordinate and manage the Training Calendar and various Training Registers including Rec 209 and employee Skills Matrix.
- Implement and maintain cyclical refresher training to ensure competency levels and qualifications to re-enforce professional development.
- Review Performance Improvement Plans, Annual Development Plans and Probation Reviews and provide information to Managers where training or qualification deficits of individual staff members are identified.
- Regularly evaluate the content and delivery of training modules to ensure they reflect current research, best practice principles and any accreditation requirements
- Evaluate the effectiveness of training programs and initiatives and make recommendations for improvement.
- Ensure that all learning and development initiatives encompass current and future workplace inclusion and diversity.
- Maintain the operation of the ELMO System to capture and record the skills, trainings, certification and qualifications of all staff.
- Monitor and report divisional training expenses and learning outcomes as required.
- Provide Operational Reports as required.

About you

You have professional experience across the full spectrum of people and culture services, with an understanding of the learning and development needs of the workforce in a community services organisation.

You have demonstrated experience in applying the Victorian WH&S Act, Risk Management Standards, Work Cover and other relevant legislation.

Your specialist expertise and experience should include:

- Proven experience in leading and mentoring staff in a community services field.
- Demonstrated proficiency and experience in using programs from the Microsoft Office Suite and HRIS software combined with a high level of attention to detail.
- An understanding of People & Culture best practices, workplace relations legislations, Industrial processes, and employment laws.
- Strong facilitation skills with the ability to relate to and work with staff at all levels.
- Demonstrated ability to provide advice and support to managers and employees on learning and development strategies, training and outcomes.
- Excellent verbal and written communication skills and the ability to write clear and engaging communications for a variety of audiences and purposes.
- Self-motivated and demonstrated ability to work independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals
- Demonstrated empathy and cultural awareness and a genuine interest in meeting the needs of diverse communities while seeking positive high-quality outcomes for all.
- The ability to manage confidential information with sensitivity and discretion.
- Excellent time management and organisational skills with a demonstrated ability to meet deadlines and commitments.

About us

The Mallee Sexual Assault Unit (MSAU) and Mallee Domestic Violence Services (MDVS) provides services for women, men and children throughout the Northern and Southern Mallee region, border communities of New South Wales, the Mallee Track and Shires of Gannawarra and Buloke. Our services are free and available to all victim survivors.

We have a strong commitment to a workplace culture that is collaborative, provides work-life flexibility and encourages opportunities for growth and development. We take pride in providing a supportive workplace with great career opportunities for our employees.

How to Apply

All applicants must have the right to work in Australia, be willing and able to obtain a Working with Children Check for both VIC & NSW, a National Police Check and hold a current Driver's Licence.

For enquiries, please contact **Deanne Kontrec, Executive Manager People & Culture** MSAU-MDVS on **(03) 5025 5400** or via email **careers@msau-mdvs.org.au**.

All applications are to address the Key Selection Criteria as detailed in the Position Description on our website **<https://msau-mdvs.org.au/employment>**

Applications close at 12 noon Wednesday 13th August 2025