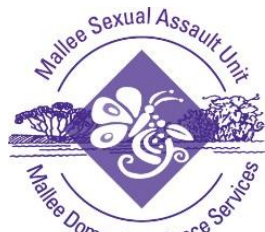




Mallee Sexual Assault Unit – Mallee Domestic Violence Service

POSITION DESCRIPTION: Senior People & Learning Coordinator

Our Values:	<p>Our values reflect the way we interact, connect and work with clients, partner agencies and with one another.</p> <ul style="list-style-type: none"> • We put your safety and wellbeing at the centre of everything we do. • We respect the dignity and autonomy of each person. • We are trustworthy, ethical and transparent. • We advocate and act with courage to address inequity and shape a better future. • We communicate and collaborate to achieve shared goals. • We learn, innovate and embrace change to achieve outcomes that matter.
Our vision:	<p>Futures free from sexual and family violence.</p>
About us:	<p>Mallee Sexual Assault Unit (MSAU) and Mallee Domestic Violence Service (MDVS) is a not-for-profit community organisation that provides family, domestic and sexual violence services and advocacy to support everyone in the Mallee region to be safe. Funded primarily by the Victorian Department of Families, Fairness and Housing, we deliver a range of programs focused on prevention, safety, connection and healing. Our programs span from crisis care to therapeutic services providing specialist support for victim survivors of sexual or family violence from first contact through to recovery.</p> <p>We are committed to:</p> <ul style="list-style-type: none"> • Ensuring victim survivors of family violence are safe and those who use violence are held accountable. • Welcoming and supporting people of all backgrounds, ethnicities, cultures, ages, gender identities, sexual orientations, and abilities. • Recognising children as victim survivors of family violence in their own right, and being a child safe organisation • Providing seamless integration of care between providers to ensure best possible outcomes and experience for clients • Providing specialist care that is trauma informed, strengths based, and evidence informed <p>The Mallee Sexual Assault Unit - Mallee Domestic Violence Services provides services to victim survivors of sexual assault and domestic and or family violence. The components of the service consist of crisis care, counselling services, advocacy, community education, outreach support, information, and referral services. The service is non-discriminatory, providing equity of access to all victim survivors and significant others of sexual assault and domestic and or family violence.</p> <p>In the Northern Mallee region, centre-based sexual assault and family violence services are provided in Mildura (24-hour response). Services are also provided flexibly and on-demand in Robinvale, Ouyen, Mallee Track, Dareton, and Wentworth.</p> <p>In the Southern Mallee, centre-based sexual assault and family violence services are provided in Swan Hill (24-hour response). Services are also provided flexibly and on-demand in Kerang, Cohuna, Sea Lake, Wycheproof, Balranald, and other towns throughout the Buloke and Gannawarra Shire.</p>



Mallee Sexual Assault Unit – Mallee Domestic Violence Service

POSITION DESCRIPTION: Senior People & Learning Coordinator

Position Title	Senior People & Learning Coordinator
Position number	25 / 016
Program	People & Culture
Classification and Award	Social, Community, Home Care and Disability Services Award 2010 –Level 6
Salary range	\$110,102.72 - \$114,983.44 per annum
Location	Mildura
Employment status	Ongoing - Full time
Hours per week	38 hrs per week <i>with an option to work</i> 40 hrs per week with an RDO once every 4 weeks
Reporting Manager	Executive Manager People & Culture
Other Key Relationships	Executive Team Program Managers Safety & Wellbeing Coordinator People & Culture Coordinator
Position Objectives	Reporting to the Executive Manager People & Culture, the Senior People & Learning Coordinator will play a critical part in supporting managers and employees across the organisation by providing expert advice in relation to learning and development initiatives and ensuring opportunities are provided to our people to grow and develop. The position supports employee culture and the performance of operational teams enabling a growth mindset and business improvements.
Key responsibilities	<ul style="list-style-type: none"> 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.



Mallee Sexual Assault Unit – Mallee Domestic Violence Service

POSITION DESCRIPTION: Senior People & Learning Coordinator

	<ul style="list-style-type: none"> • 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.
Key Selection Criteria	<ol style="list-style-type: none"> 1. Proven experience in leading and mentoring staff in a community services field. 2. Demonstrated proficiency and experience in using programs from the Microsoft Office Suite and HRIS software combined with a high level of attention to detail.



Mallee Sexual Assault Unit – Mallee Domestic Violence Service

POSITION DESCRIPTION: Senior People & Learning Coordinator

	<ol style="list-style-type: none"> 3. An understanding of People & Culture best practices, workplace relations legislations, Industrial processes, and employment laws. 4. Strong facilitation skills with the ability to relate to and work with staff at all levels. 5. Demonstrated ability to provide advice and support to managers and employees on learning and development strategies, training and outcomes. 6. Excellent verbal and written communication skills and the ability to write clear and engaging communications for a variety of audiences and purposes. 7. Self-motivated and demonstrated ability to work independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals 8. Demonstrated empathy and cultural awareness and a genuine interest in meeting the needs of diverse communities while seeking positive high-quality outcomes for all. 9. The ability to manage confidential information with sensitivity and discretion. 10. Excellent time management and organisational skills with a demonstrated ability to meet deadlines and commitments.
Desirable Qualifications	<ul style="list-style-type: none"> • Cert IV Qualifications and/or five years professional experience in similar Human Resources, WHS, Learning & Development roles.
Specialist expertise/experience	<ul style="list-style-type: none"> • Experience working in or with a community services organisation and an understanding of the learning and development needs of the workforce. • Experience across the full spectrum of People & Culture services. • Demonstrated knowledge of and experience in applying the Victorian WH&S Act, Risk Management Standards, Work Cover and other relevant legislation.
Pre-employment checks	<p>All appointments require:</p> <ul style="list-style-type: none"> • Reference checks • National Criminal Records Check (applicants who have lived overseas in one country for 12 months or longer in the last ten years must provide international police check from the relevant overseas police agency. Applicants can obtain a check through an organisation providing international police checks via an internet search) • Pre-employment misconduct screening • Working with Children Check both for Victoria and New South Wales • Current Driver's Licence • Evidence of the Right to Work in Australia.
Cultural safety in the workplace	<p>Mallee Sexual Assault Unit, Mallee Domestic Violence Services recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge, and experience to the workplace. They also contribute important insight into how Mallee Sexual Assault Unit, Mallee Domestic Violence Services can provide for and engage with Indigenous clients and communities more effectively.</p>



Mallee Sexual Assault Unit – Mallee Domestic Violence Service

POSITION DESCRIPTION: Senior People & Learning Coordinator

Conditions of Employment	<ul style="list-style-type: none">• Salary and conditions are in accordance the SCHADS AWARD 2010.• Salary Packaging of Capped Living Expenses, Meals, Entertainment & Accommodation & Venue Hire Benefits, Remote Areas Benefits and Novated Leasing is offered with this position.• Monthly RDO accrual for full time employees based on their 40-hour working week.• All offers of employment are subject to a satisfactory Criminal History Check, Working with Children's Check NSW & Vic and current Driver's Licence.• All offers of employment with Mallee Sexual Assault Unit - Mallee Domestic Violence Services are subject to a six-month probationary period.• All staff members will be asked to participate in an Annual Performance Review.• Pre-existing Injury disclosure prior to employment will be required for all existing medical, health and physical injuries/conditions.
---------------------------------	---

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date: _____