

Training & Culture Manager

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| Contract type | Full time, fixed term (24 months) |
| Salary range | CP6.2 \$112,540 <i>plus superannuation</i> |
| Location | Hybrid – work from an ALS Office, <i>or</i> from home |
| Submit applications to | Lee Mulvey, Organisational Development Manager E: lee.mulvey@alsnswact.org.au |
| Applications close | COB Monday 27 February 2023 |
| Recruitment notes | <p>The successful applicant will need to have a willingness and ability to travel to regional and metropolitan locations, conferences (local and interstate) and events. This may include overnight stays.</p> <p>All ALS employees are required to be fully vaccinated against COVID-19 due to workplace safety obligations.</p> <p><i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children Check (NSW) or Working with Vulnerable People (ACT), National Police Check and a Criminal History Police Check.</i></p> <p>The position offered to the Employee will be subject to the Employee's acceptable Police Checks and the ability to obtain a Working with Children or Vulnerable People Check.</p> |
| Employee benefits Salary packaging | <p>At the time of advertising, the ALS is deemed to be a Public Benevolent Institution. As a result, the ALS currently offers the option of salary packaging a portion of an employee's salary.</p> <p>Salary packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently \$15,900 per FBT year), to be deducted from their before tax salary.</p> <p>Salary packaging benefit is dependent on the employee's personal circumstances, the ALS cannot provide financial advice.</p> |
| Application sections and checklist | <p>Please make sure you have completed all the requirements of the application.</p> <ol style="list-style-type: none"> 1. Completed ALS Application Form (<i>page 2</i>) 2. Cover Letter stating how you meet the selection criteria (<i>pages 5-6</i>) 3. Your current Resume 4. A copy of your current driver's license <i>or</i> personal identification card 5. A copy of your Working with Children's or Vulnerable Persons Check 6. A copy of your Covid-19 Vaccination Certificate(s) <p>Incomplete applications will not be accepted.</p> |
| Position Description | The Position Description can be found at the end of this document. |



ALS Employment Application Form

This form must be completed by all applicants.

By submitting this application, you are acknowledging that the information provided on this form and in the attached documents is true and correct.

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| First name | |
| Last name | |
| Preferred name | |
| Phone number | |
| Email address | |
| Residential address <i>(optional)</i> | |
| Do you identify as Aboriginal or Torres Strait Islander? | Yes Aboriginal <input type="checkbox"/> No <input type="checkbox"/> Torres Strait Islander Aboriginal & Torres Strait Islander |
| Have you attached a copy of your current drivers' licence or identification card? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p><i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children or Vulnerable Persons Check and a National Criminal Police Check.</i></p> | |
| Do you consent to undertaking a Police Check? <i>Please note that not all items which appear on a Police Check will prevent a person from obtaining employment.</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you consent to obtaining a Working with Children Check (NSW) or a Vulnerable Persons Check (ACT) | Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If held: WWCE</i> <i>Expiry date:</i> |
| How did you hear about this position? <i>For example: ALS Website, Facebook, ALS Employee, Ethical Jobs, Koori Mail, Community Notice Board etc</i> | |

POSITION DESCRIPTION

TRAINING & CULTURE MANAGER, SHARED SERVICES

FULL-TIME FIXED TERM (2 YEARS)

This is an Aboriginal/Torres Strait Islander identified position which is a genuine occupational qualification and is authorised under section 14(d) of the Anti-Discrimination Act 1977

PRIMARY OBJECTIVE

The purpose of this role is to manage all training and development programs at the Aboriginal Legal Service NSW/ACT (ALS). This is a key role in meeting the ALS strategic plan objectives of supporting our staff to achieve their training and professional goals, ensuring clearly identified career pathways, and to deliver our services in a culturally safe way.

REPORTING RELATIONSHIPS

Duties are performed under the ultimate guidance and direction of the Chief Executive Officer (CEO).

This role reports directly to the Organisational Development Manager (ODM) and Senior HR Manager, or their delegates.

ORGANISATIONAL ENVIRONMENT

The ALS is an Aboriginal owned and an Aboriginal community-controlled organisation (ACCO) which is incorporated, limited by guarantee and a registered charity.

The ALS provides culturally appropriate information and referral, legal advice and representation to Aboriginal and Torres Strait Islander people including children in NSW and the ACT. It is committed to achieving justice for Aboriginal and Torres Strait Islander people and their communities. The ALS does this by ensuring it remains committed to being community focused, being fearless in its advocacy, accountable, and ethical and aiming to make a difference to create better futures, while also acknowledging and respecting Aboriginal values and cultural practices.

KEY COMMUNICATIONS

This position requires the ability to work collaboratively with ALS team members and demonstrate effective written and verbal communications skills.

Internal: Communicate with and build strong working relationships across all the ALS.

External: Contact with external organisations, vendors and suppliers.

KEY AREAS OF RESPONSIBILITY

- Manage all ALS training, development and cultural safety programs
- Implement annual cultural safety training for ALS staff
- Develop and maintain annual ALS Training Schedule
- Deliver/facilitate training sessions to ALS staff (virtual and face-to-face)
- Develop and maintain training policies and processes
- Develop training courses, source content and create training materials
- Schedule training sessions, workshops and webinars (virtual and face-to-face), send invitations, manage RSVPs, attend sessions and manage participants
- Provide advice and support to staff on training, education and career pathways
- Maintain training records in relevant databases and spreadsheets
- Work with the HR team to support the delivery of training and development needs including, onboarding and well-being initiatives
- Map role specific capabilities/competencies for each ALS role and create learning maps
- Analyse training needs from annual performance reviews and support leaders and staff to develop individual learning goals and plans
- Build solid relationships with external learning and education providers, organisations and institutions
- Assist ODM to source Learning Management System (LMS) and training content provider
- Key member of the ALS Indigenous Staff Network
- Perform other reasonable duties as directed
- Adhere to ALS's Equal Employment Opportunity (EEO) and Work Health and Safety (WHS) policies, work practices and rules
- Demonstrates a commitment to and behaviours that aligns to ALS Values and ALS Code of Conduct

KEY COMPETENCIES AND REQUIREMENTS

Essential

- Identify and be recognised in the community as an Aboriginal and/or Torres Strait Islander person
- Passion for education, training, cultural safety and supporting people to achieve career goals
- Experience managing and delivering training and development programs
- Strong communication skills including writing for a range of audiences
- Experience delivering/facilitating training and presentations to groups (virtual and face-to-face)

- Highly organised including prioritising tasks, anticipating needs, managing projects and delivering outcomes within timeframes
- Ability to build and maintain solid working relationships with a diverse range of people
- Confidentiality and discretion
- Exceptional computer literacy in MS PowerPoint, Excel, Word and SharePoint
- Knowledge and appreciation of the cultural and social needs of Aboriginal people combined with continuing respect and support for Aboriginal cultural practices when considering service delivery and other support for clients, their families, communities and employees

Desirable

- Qualifications in training, education, HR or equivalent experience
- Certificate IV in Training & Assessment or Train the Trainer (or willing to obtain)
- Knowledge of Learning Managing Systems
- Ability to travel to ALS regional and metropolitan offices