



<b>Position Title:</b>	<b>Learning Developer</b>	<b>Position No:</b>	<b>CP30</b>
<b>Group:</b>	Corporate Services	<b>Service Area:</b>	Education & Employment Pathways Section: Learning & Development
<b>Classification Level:</b>	<i>Senior Professional Officer (SPO)</i>		
<b>Reports to:</b>	Senior Learning Partner	<b>Direct Reports:</b>	Nil
<b>Special Measures:</b>	<i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i>		
<b>Location:</b>	Darwin	<b>Date Approved:</b>	February 2026

## POSITION OVERVIEW

This role supports People Leaders across the Northern Land Council (NLC) to strengthen everyday supervisory and management capability. It contributes to the design and ongoing improvement of people leader development initiatives and works with leaders to apply learning in practical, on-the-job contexts. Through advice, coaching and support, this role helps embed consistent people leader expectations, inclusive practices and everyday learning across the organisation.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Collaborate with Learning Partners and business subject matter experts to scope and develop fit-for-purpose learning resources, providing specialist advice on learning design and content development.
- Develop learning content and practical support tools and resources such as work instructions, guides, workbooks, quick reference tools, videos and eLearning modules.
- Design on-the-job learning materials, assessment and knowledge capture tools that enable teams and subject matter experts to document, transfer and share processes and good practice, supporting skill development and learning in the flow of work.
- Develop facilitator resources for face-to-face and virtual delivery, including presentation materials, participant workbooks and activity guides.
- Maintain and update learning solutions to ensure they remain current, accurate and aligned to the NLC and Learning and Development Strategies and Operating Model.
- Prepare and manage learning content within the LMS and other approved platforms, applying quality assurance and accessibility standards.
- Follow all NLC policies and procedures to make sure work is carried out to the right standards.
- Work collaboratively with Learning Partners, Regional Learning Partners and business subject matter experts to develop fit-for-purpose learning resources and provide specialist advice on learning content development.
- Take on other reasonable tasks within your role, classification, service area, and skills when needed.
- Follow the NLC Code of Conduct, working in a professional, respectful, and collaborative way with your team and the wider organisation.
- Take part in performance reviews and any learning and development needed for your role.
- Look after your own health and safety and make sure your work does not put others at risk.
- Report any hazards or incidents to your supervisor straight away and complete any required reports on time.

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## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Relevant Tertiary qualification in learning and development, instructional design, graphic design, media or a related field.
- A minimum of three (3) years' experience in a similar role developing learning content and practical learning resources in a workplace or organisational setting.
- Demonstrated experience designing and developing a range of learning resources, including work instructions, guides, workbooks, digital learning modules, on-the-job learning tools and facilitator materials.
- Exceptional written communication and editing skills, with strong attention to detail and quality assurance, and the ability to produce clear, concise and engaging plain-English learning materials for diverse audiences, including regional and remote contexts.
- Demonstrated creativity and visual design capability, with the ability to produce visually appealing and well-structured learning materials that enhance engagement and understanding.
- Experience using learning technologies and content authoring tools, and managing learning content within an LMS or similar platform.
- Demonstrated ability to collaborate effectively with subject matter experts and internal stakeholders to develop fit-for-purpose learning resources.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

### DESIRABLE REQUIREMENTS

- Experience developing multimedia learning content, including video production, visual design and use of digital authoring tools (for example Articulate, Vyond or similar).
- Experience designing learning resources that support culturally safe and inclusive learning practices, particularly in Aboriginal and Torres Strait Islander contexts.
- Experience developing on-the-job assessment tools or workplace-based learning frameworks.