



Position Title:	Regional Learning Partner – Katherine & VRD	Position No:	CP28
Group:	Corporate Services	Service Area: Section:	Learning & Development Learning & Development Operations
Classification Level:	Administration Officer (AS06)		
Reports to:	Senior Learning Partner (NT94)	Direct Reports:	Nil
Special Measures:	<i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i>		
Location:	Katherine (preferred) or Darwin	Date Approved:	July 2026

POSITION OVERVIEW

This position leads regional learning and development support, working with people leaders and teams to provide advice and strengthen workforce capability. It drives local delivery and continuous improvement of organisation-wide programs, ensuring learning is accessible, culturally appropriate and relevant to local operational needs. It also leads ranger capability and employment pathway programs within the region.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Lead regional learning and development, acting as a trusted advisor to people leaders and teams to drive regional capability and workforce outcomes.
- Analyse and interpret regional learning needs, based on workforce priorities and operational requirements, and provide regional input into organisation-wide learning strategy and plans.
- Provide regional insight to adapt organisation-wide capability frameworks and development of regional skills matrices so they reflect operational and cultural considerations.
- Provide local context to adapt and facilitate organisation-wide learning programs for local delivery so they are accessible and aligned to regional needs, driving continuous improvement.
- Foster a culture of ongoing learning, leading local capability building through on-the-job, informal and targeted formal learning, encouraging knowledge sharing, cross-region collaboration and ranger exchanges.
- Lead regional ranger learning and capability development, strengthening partnerships and driving coordinated planning, delivery and outcomes.
- Lead the delivery of regional employment and career pathways programs, coordinating workplace learning, supporting participants, host teams and working with regional stakeholders to strengthen program outcomes.
- Follow all NLC policies and procedures to make sure work is carried out to the right standards.
- 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 qualification (Cert IV/ Diploma) in learning and development, training, human resources or a related field, or equivalent relevant experience.
- A minimum of five (5) years' experience in learning, workforce development or capability building roles, delivering measurable outcomes in a complex organisational setting.
- Experience partnering with people leaders and teams, to analyse capability needs and provide trusted learning and capability advice that delivers practical workforce outcomes.
- Experience planning and facilitating learning using a range of contemporary learning and capability development approaches, adapting learning to meet operational, cultural and regional needs.
- Well-developed interpersonal, communication and stakeholder management skills, with the ability to build trusted working relationships across regional teams, service areas and external providers.
- Understanding of culturally appropriate approaches to learning and workforce development, particularly in regional and Aboriginal and Torres Strait Islander contexts.
- Organisational and coordination skills, with the ability to manage competing priorities, adapt to changing operational needs, and follow through on commitments in a regional environment.
- 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 leading or coordinating employment or career pathway programs, including workplace learning and host/ participant support.
- Experience working in regional or remote service delivery environments, particularly in partnership with Aboriginal and Torres Strait Islander communities.