



Job Title:	Learning Project Officer	Position No:	TBC – CP36
Department:	Learning & Development	Service Area/Section:	Employment Pathways
Classification Level:	Administration Officer AS05		
Reports to:	CP26 Senior Learning & Development Business Partner	Direct Reports:	Nil

POSITION OVERVIEW

This position is responsible for coordinating, designing, and supporting the project management and delivery of impactful learning initiatives that build staff capability, aligning with organisational goals and addressing key development needs across the organisation.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Partner with the business to understand strategic and operational priorities, providing advice and support to guide key stakeholders in the efficient development and delivery of learning initiatives and tools.
- Collaborate with the business to plan, coordinate, and manage the development and implementation of learning and development initiatives, ensuring projects are completed on time and within budget.
- Use a co-design methodology to work with subject-matter experts in creating engaging, customised learning materials, including workshops and reference tools, that align with organisational goals and address key capability gaps and practical challenges faced by staff.
- Support the delivery of both face-to-face and virtual learning sessions, equipping facilitators with resources and assistance to enhance the learning experience; facilitate sessions as required.
- Develop and implement evaluation tools to assess the effectiveness of learning programs, gather participant feedback, and use insights to recommend improvements and refine future L&D initiatives.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying with NLC's WHS management system and associated policies and procedures.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Minimum Certificate IV in Human Resource Management, Training and Assessment, Project Management or similar and / or relevant experience.
- Minimum of 2 years practical experience in a project management related function or a workplace learning function.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Expertise in the research, design, and delivery of tailored training programs, particularly for diverse and geographically dispersed teams, ensuring solutions align with organisational goals.
- Decision-making and organisational skills in managing end-to-end learning and development projects, coordinating logistics, stakeholder engagement, and evaluation to ensure successful outcomes.
- Demonstrates collaborative leadership in building and maintaining relationships with internal and external stakeholders to ensure alignment between learning initiatives and broader business objectives.
- Resilience and self-reliance in managing competing priorities, effectively balancing individual tasks with the needs of a small, diverse team in a dynamic environment.
- The ability to confidently and respectfully communicate with people across the organisation as well as Traditional Owners (TOs), our constituents and members of the general public.
- Stay flexible and be responsive and adaptable to change.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Training and experience driving 4WD vehicles to regional and remote locations
- Current NT Ochre Card (working with Children)
- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)

Date Approved: 03/12/2024