

Position Description

Learning and Development Manager



Celebrating 30 Years!

Purpose of the Role

Reporting to the National Chief Executive Officer and working closely with the Vic Board and the National Education Manager, the part-time Learning and Development Manager will champion SCA’s strategic goal to “continue to deliver high quality education to members and the public”; identify high level training needs and supporting relationships with Education Providers in the VET or Academia Sector.

Accountability

Accountable to and receives direction from the National CEO and convener of the Education & Accreditation Sub Committee (convener).

Reports to

The National CEO as required.

Responsibilities

Education Program/s & Events	KPI
Develop new and updating existing CPD modules contextualized to Strata in line with the SWCF	Mental Health, Induction to industry, Conflict resolution, Good Governance, Management of large scale
Review existing video stock for material to support on-line modules and make required edits.	List of existing stock, identify topics, classify into level 1, 2 or 3, view and catalogue breaks, manage production – top & tail
Finalise the Strata Workforce Competency Framework (SWCF) in line with case for change.	Review and expand to include new areas required Update career path documents
Review the library of resources and map current material linked to the SWCF	
Develop the ‘Do it Yourself Tool Kit’ and the operational framework to feed from SWCF to the assessment tool, to gap training	
Using the SWCF create the annual list of education subject matter areas to be covered	
Look at possible grant opportunities and write applications	
Manage Research Programs	Facilitate the access for researchers to members to further research projects
Non-SCA Training & Education	KPI
Champion approval and positioning of strata specific qualifications with relevant organisations	Applications are well managed with monthly progress report to National CEO and PDEC convener
Identify possible RTO providers in the state to partner with to deliver both the Cert IV and Diploma	Regular meetings with your RTO partner in the state
Link the SWCF & Micro credentials and pathway to University sector	Regular meetings with University Partner
General	KPI
Ensure activities comply with relevant Acts, Regulations, Codes, legal demands, internal procedures, policies, controls and professional and ethical standards.	All activities to comply.
Speak highly of SCA WA and SCA WA initiatives at all times, and encourage participation in SCA WA programs such as Accreditation, SPS and Awards.	A positive and encouraging image to be displayed at all times.