

# Employee Learning & Development Officer

Clarence Valley Council • South Grafton NSW 2460

 Base pay  
\$0 - \$0

 Work type  
Full Time

 Contract type  
Permanent

## Perks

TRAINING

## Full job description

### Employee Learning & Development Officer

When life speeds up and becomes more complicated we yearn for simple things, like time, a sense of connection, stability, belonging to a community. We've had a good close up look and reckon that this is what Clarence Valley can deliver to your life and your family.

So, if you want what others have - that's great. But just maybe we're what you need.

Either way it really can't hurt to check what living in the Clarence is all about.... right!

Clarence Valley Council has reputation in the community for providing quality service and this is a credit to the teamwork, dedication and skill of our employees. We value our employees and provide a progressive, rewarding and flexible working environment.

So... come join us in the Clarence Valley where we work, rest & play!

Checkout about living in the Clarence Valley here.

### What you need to know...

- Permanent full time - 70 hours per fortnight
- salary - \$72,746 - \$86,751 per annum, plus superannuation
- location - Grafton
- the opportunity to 'purchase' leave

### About the role

## Job details

 Date posted  
**13 Jun 2021**

 Expired On  
**08 Jul 2021**

 Category  
**Government, Emergency & Defence**

 Occupation  
**Local Government**

 Base pay  
**\$0 - \$0**

 Contract type  
**Permanent**

 Work type  
**Full Time**

 Job mode  
**Standard/Business hours**

Work Authorisation  
 **AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

Clarence Valley Council is looking for a motivated and experienced person to lead and coordinate our learning and development outcomes. Do you have experience in working collaboratively to build a strong learning and development framework, can you develop, deliver and evaluate training programs. We are looking for someone with a Certificate IV in Training and Assessment as well as experience in an organisational setting in a similar role. If you are successful in the position you will need to be able to manage several projects, communicate to a variety of audiences, plan and prioritise your work and engage all employees in their development and learning journey at Council.

Download the position description [here](#).

**To be considered for this position you will need to:**

- Address the essential criteria
- Attach a cover letter (2 pages maximum) and an up-to-date resume (5 pages maximum) that clearly details your skills & experience as relevant to this position. You will need to demonstrate how you meet the focus capabilities and how your skills will enable you to achieve the key accountabilities.
- Target questions - answer the target questions - maximum 300 words each question
  1. Tell us about the last time you had to sell an idea to your co-workers. How did you do it and did it work?
  2. Describe a recent work situation that required you to perform several tasks, or work on several projects at the same time. What did you do?

**Contact**

Alex Moar, Manager Organisational Development on 6643 0832.

**Closing date**

Tuesday, 6 July 2021 at 11.30 pm (NSW time)

**Other important information**

This position is located at Council's Grafton office, however, this may change should business needs identify other work locations to be more appropriate to deliver our services in the future.

A probationary period applies to this position.