

JOB DESCRIPTION

Position Title	Learning and Development Officer		
Position Number	35037	Location	Darwin
Designation	TGEN Band 2 Admin Corporate Services		
Reports To (Position Title)	Learning and Development Supervisor		
Northern Territory Government			
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	If you are selected and accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here		
Organisational Context			
Territory Generation is a Government Owned Corporation that was formed in 2014 as part of the Northern Territory Government's reforms to the electricity market. We are a Northern Territory Government entity that produces approximately 1900GWh of electricity a year using gas, diesel and solar technologies to power Territory towns and the city of Darwin. Our vision is to be the Northern Territory's trusted and respected energy services business.			
Our actions, words and behaviours are guided by a core set of Values that form the foundation of everything we do. Our Values are Focus, Integrity, Respect, Safety, Teamwork. "FIRST"			
Employee Responsibilities			
You work as part of a team to safely and efficiently meet your agreed objectives which contribute to the shared vision for Territory Generation. You actively demonstrate the organisation's values and take accountability for your performance and behaviour. Key responsibilities include:			
Focus	<ul style="list-style-type: none"> • Demonstrates an awareness of the Vision and objectives of the Corporation. • Develops individual objectives and, where requested by direct supervisor, adjusts priorities to the needs of the business. • Tracks own performance in line with objectives on a regular basis. • Actively participates in performance reviews and feedback processes. • Remain self-disciplined and calm under pressure. 		
Integrity	<ul style="list-style-type: none"> • Demonstrate the organisation's values. • Conduct business in line with the values and high ethical standards – considers values in business interactions; • Ensures compliance with legal, governance and policy requirements; • Deliver on commitments – where commitments cannot be delivered on, communicates openly and honestly and sets new timelines for delivery. 		
Respect	<ul style="list-style-type: none"> • Takes accountability and responsibility for own actions; • Readily shares knowledge and expertise with others; • Actively supports the team and organisational goals; • Treats change and new situations as opportunities for learning and growth. 		
Safety	<ul style="list-style-type: none"> • Demonstrates safe working behaviours in order to achieve an incident free and safe workplace; • Develops personal safety objectives; • Challenges unsafe behaviours from teammates; • Monitors and takes ownership of own safety performance. 		
Teamwork	<ul style="list-style-type: none"> • Helps teammates feel valued and included in discussions; • Places higher priority on team than individual goals; • Shares important or relevant information with team or other affected stakeholders in a timely manner; • Speaks positively of teammates and other employees; • Focuses on personal growth and addresses development gaps which will help the achievement of performance goals. 		

Role Responsibilities			
<p>You will provide critical support to the Learning and Development Team enabling them to provide an efficient and effective service.</p> <p>Your accountabilities include:</p> <ol style="list-style-type: none"> 1. Support the Learning and Development Team in the full range of training activities including coordination and scheduling of all internal and external training courses. 2. Be responsible for the administration of all courses including inviting learners, rescheduling changes in activities, booking rooms and arranging catering and any equipment. 3. Be specifically responsible for the coordination and delivery of a range of induction and permit programs for staff, contractors and visitors. 4. Be responsible for the management and administration of the MyHub Learning and Development management system and provide input in the continuous improvement of the MyHub system. 5. Assist with the research, development and review of policy, procedures and systems for learning and development programs. 6. Liaise with relevant divisional management and staff on training needs and scheduling attendance at programs/courses. 7. Maintain accurate records of all training and assessment activities across Territory Generation. 8. Carry out duties in accordance with Territory Generation's safety, environmental and quality policies, safety principles, corporate values and strategies. 			
Selection Criteria			
Essential			
<ol style="list-style-type: none"> 1. Ability to provide quality advice and support for the coordination, administration and delivery of training programs and courses across Territory Generation. 2. Demonstrated ability to coordinate and deliver a range of induction and permit programs. 3. Good program and project management skills. 4. High level scheduling and planning skills. 5. Highly developed administrative skills together with good innovation, research and development skills. 6. Highly developed interpersonal and communication skills including the ability to interact effectively with people of diverse cultures. 7. Experience and proficiency in word processing, spread sheets and databases. 8. Self-motivated, results orientated with an attention to detail. 9. Commitment to safety and safe working practices. 10. Ability to carry out duties in accordance with Territory Generation's safety, environmental and quality policies and corporate values and strategies. 			
Desirable			
<p>Good knowledge of National Training packages and processes associated with training.</p>			
REVIEW / AUTHORISATION			
HR Review:		Date	
Manager People and Capability:		Date	
General Manager Finance and Corporate Services:		Date	
Pre-Employment medicals are a requirement for all Territory Generation positions			
<p>Apply online: https://jobs.nt.gov.au/Home/JobDetails?rtfId=195940</p>			
Closing Date: 21/09/2020			