

Position overview

Position title	Learning and Development Advisor - Learning Designer
Business unit	People Culture and Safety
Remuneration type	Indoor EA Level 5
Reports to	Learning and Development Manager
Direct reports (role)	Not Applicable
Locations(s) (Unitywater operates on Kabi Kabi, Jinibara and Turrbal country)	Northern Service Centre / Southern Service Centre
Success profile	2.3 Human Resources Success Profile
Delegation level	Not Applicable

Position purpose

The Learning and Development Advisor – Learning Designer plays a pivotal role in enhancing Unitywater’s workforce capability through the design, delivery and evaluation of data informed learning solutions. This role is responsible for managing the Learning Management System (LMS) leveraging digital learning tools, applying instructional design principles and using learning analytics to create meaningful learning experiences and drive continuous improvement and support Unitywater’s strategic ambitions. This role is within the Learning and Development team, partnering with organisational leaders and subject matter experts, to identify, plan, manage and coordinate the delivery of technical and professional development learning and development solutions to Unitywater.

Position accountabilities

Key functions of the role include:

- Contributing to the successful implementation of Unitywater’s Strategic Plans through the deployment of learning and development interventions designed to maintain technical and safety competency, develop capability and build confidence.
- Building partnerships with leaders and subject matter experts to conduct training needs analysis that identify training and development requirements.
- Contributing to the design, delivery and review of learning and development programs and learning interventions.
- Administer and optimise the Learning Management System (LMS), including course setup, scheduling, reporting, and user support.
- Providing technical insight in relation to the Learning Management System (LMS).
- Design and develop digital and blended learning solutions using contemporary instructional design methodologies and tools.

- Conduct training needs analyses in collaboration with business leaders and subject matter experts.
- Evaluate learning programs using data and feedback to inform continuous improvement. Generate regular reports to the Learning and Development Manager and other stakeholders as required.
- Utilising data and evidence-based reporting to improve learning outcomes.
- Ensure compliance with legislative and governance changes that impact Unitywater learning programs and implementing program updates to maintain currency.
- Managing vendor relationships and procurement for learning services and tools required for training delivery.
- Contributing to and ensuring adherence to the Learning and Development budget.
- Integrating new methodologies and developments in technology to learning where applicable.
- Support and role model the WH&S policies, procedures, and practices of Unitywater.
- Participate in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements for this position.

Key relationships

Key working relationships internal and external to Unitywater are:

- Learning & Development Manager
- The Learning and Development team and the Trainer Assessor(s)
- Business Units Leaders
- People Culture Safety Branch
- Relevant external vendors and stakeholders

Capability requirements

The requirements for the position are:

- Proven experience in instructional design, e-learning development, digital learning tools.
- Proficiency in LMS, HRIS platforms
- Demonstrated experience designing, developing and delivering learning strategies and programs.
- Demonstrated understanding of best practice contemporary learning practices and adult learning principles.
- Ability to translate business needs into effective learning solutions.
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- Demonstrated project management skills in the development of learning programs, with a capacity to scope projects, meet timeframes and deliver outcomes to meet the needs of stakeholders and the wider business
- Well-developed interpersonal skills, and consultation skills with a strong focus on provision of quality internal customer service.
- Commitment to innovation, collaboration, and continuous improvement.

- Relevant tertiary qualifications in human resources, learning and development, or Certificate IV Workplace Training and Assessment is preferred.

One Unitywater Behaviours

The One Unitywater Behaviours define how we work together at Unitywater. They guide our everyday interactions, influence how we make decisions, drive us to achieve our strategy and help us to create our One Unitywater culture together.

Create the Future is about seeking to learn through new ideas and innovations, planning strategically, adapting to challenges and steering Unitywater towards a sustainable future.

Care Together is about fostering a culture of safety, collaboration, and customer-focused service. It's about creating a workplace where people feel valued, work inclusively and deliver outstanding outcomes for our customers.

Own It is about taking responsibility for our actions, being transparent and accountable, and striving for excellence in everything we do. It's about demonstrating integrity, welcoming feedback and ensuring we follow through on commitments.