

POSITION DESCRIPTION

POSITION TITLE	Learning & Development Advisor
DIRECTORATE - SECTION	Office of CEO – People & Culture
LEVEL - EBA	7 Salaried
RESPONSIBLE TO	Manager People & Culture

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

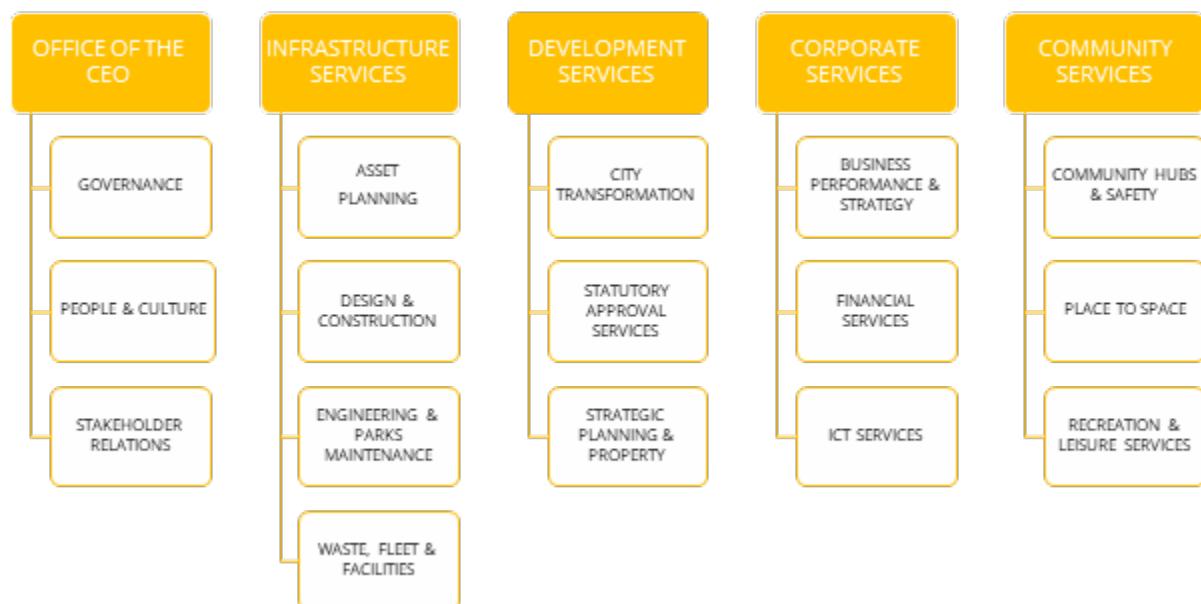
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

This cross functional role is required to provide high-quality coordination, administrative and operational support for key learning and development (L&D) activities across the City. The role supports the Organisational Development Specialist to deliver capability, culture and leadership programs, and works under the direction of the Manager People & Culture to ensure L&D initiatives align with organisational goals, compliance requirements, and a positive employee experience throughout the employment lifecycle.

KEY RESULT AREAS

LEARNING & DEVELOPMENT COORDINATION

- Coordinate scheduling, communication and logistics for training, leadership programs, PSI debriefs and workshops.
- Support the management of the City's learning systems (e.g., Litmos, GROW Program).
- Maintain accurate training records, attendance entries and compliance-based learning requirements.
- Contribute to the development and review of training resources, induction materials and L&D communications.
- Coordinate the creation of a skills matrix for the City in consultation with the OD Specialist to align with the capability framework.

ORGANISATION SUPPORT

- Assist the OD Specialist with organisation-wide culture, capability and continuous improvement programs.
- Support the evaluation of training and OD initiatives through surveys, participation data and reporting.
- Support the development and implementation of knowledge-management tools and learning frameworks.
- Assist with employee engagement initiatives and projects that contribute to organisational culture
- Maintain training databases, dashboards and reporting tools.
- Prepare L&D reports, documentation and evaluation summaries for the Manager People & Culture and OD Specialist.
- Maintain up-to-date records of staff/worker certifications, licences and mandatory training compliance.
- Facilitation and co-facilitation of workshops and induction activities aligned to capability development with the City as required.
- Provide general administrative support to the People & Culture team as required.

REQUIREMENTS FOR THIS POSITION

WORKPLACE HEALTH AND SAFETY

- Comply with all City of Kalamunda Workplace Health and Safety (WHS) procedures and contribute to maintaining a safe working environment.
- Take reasonable care to protect personal health and safety and that of others in the workplace.
- Report all hazards, incidents, and near misses promptly in accordance with City procedures.
- Promote and maintain a positive safety culture within the Waste and Fleet Services team.

WORKPLACE COMPETENCY

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisation's values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Certificate or Diploma in Human Resources, Training & Assessment, Business Administration or related field, or equivalent experience.
- Certificate IV in Training & Assessment (desirable).
- Experience working in an L&D, OD or HR administration environment (desirable).

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- Demonstrated experience in coordinating training, L&D programs or administrative HR functions.
- Strong organisational and time-management skills with the ability to prioritise concurrent activities.
- Well-developed written and verbal communication skills.
- Strong customer service and interpersonal skills.
- Accurate data management and experience with learning systems or HRIS (or ability to learn quickly).
- Ability to maintain confidentiality, use discretion and manage sensitive information.

DESIRABLE KNOWLEDGE/SKILLS CRITERIA

- Experience supporting organisational development or culture initiatives.
- Understanding of contemporary L&D practices including adult learning principles, their application in group-based learning environments and evaluation techniques.
- Experience using online learning platforms (e.g., Litmos).
- Confidence presenting to groups and co-facilitating workshops or training sessions.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Manager People & Culture

DATE PD REVIEWED/APPROVED: 19 January 2026