

POSITION DESCRIPTION

Learning and Development Manager

Position	Learning and Development Manager
Position status	Full-time
Reports to	Director of Safeguarding
Date	March 2019

1.0 The Organisation

Catholic Professional Standards Ltd (CPSL) was formed in response to the findings of the Royal Commission into Institutional Responses to Child Sexual Abuse.

CPSL has been established jointly by the Australian Catholic Bishops Conference and Catholic Religious Australia, however it operates independently of the Church. There are no clergy or religious on the CPSL Board or Staff.

CPSL is committed to fostering a nationally consistent culture of safety and care throughout the Catholic Church by developing National Catholic Safeguarding Standards. CPSL will audit compliance with these Standards as well as provide education and training across the Church.

Our core organisational values are **courage**, **compassion** and **honesty**. These values guide the way we manage our organisation and inform cultural change within the Catholic Church and the wider community.

2.0 The Position

This is a full-time position reporting to the Director of Safeguarding and is to be located at the CPSL office in the Melbourne CBD. The position is on-going.

The primary purpose of the position is to build and foster a culture of safeguarding across all Church entities with whom CPSL works. All CPSL team members are responsible for implementing the strategic goals and objectives of the Board of CPSL and for advising Church personnel in the areas of policy development and best practice in relation to all aspects of safeguarding children and vulnerable adults.

This position will be responsible for developing, delivering and continually improving the quality of CPSL's Learning and Development Strategy. This vital role will play a pivotal part in the ongoing growth and development of safeguarding in the Catholic Church across Australia.

This position carries the added challenge and opportunity of providing support and leadership in the creation and development of the new national organisation.

3.0 Key Responsibilities

Safeguarding

- 3.1 Contribute to the development of CPSL's Standards
- 3.2 Keep up to date with best practice developments in safeguarding children and vulnerable persons
- 3.3 Support the implementation of the quality assurance framework to operationalise the CPSL Standards across Church entities in Australia
- 3.4 Provide advice and assistance to safeguarding officers/coordinators within Church entities

Stakeholder relationships

- 3.5 Assist the Director of Safeguarding in the development and maintenance of key stakeholder relationships

Training & resourcing

- 3.6 Lead the development and implementation of CPSL's Learning and Development Strategy to strengthen awareness, knowledge, capability and capacity of Church entities to safeguard children and vulnerable adults (which will include resource development, guidance to the tertiary sector, promotion of reputable and relevant training, direct support and advice, face to face training, train the trainer, webinars, training and contribution to CPSL's Evaluation Strategy)
- 3.7 Deliver high quality training to Catholic Church entities in Australia
- 3.8 Work with external subject matter experts and engage training providers as required

Research & knowledge management

- 3.9 Contribute to the development of research, data analysis and reporting with a focus on building the body of evidence in relation to safeguarding practices, strategies and outcomes
- 3.10 Contribute to the annual report ensuring the training work and achievements of the Safeguarding team is reflected

Organisational management

- 3.11 Collaboratively contribute to the development and implementation of CPSL's strategic and business plans
- 3.12 Budget management and financial accountability for areas of responsibility
- 3.13 Engage in continuing professional development and where applicable maintain professional registration requirements
- 3.14 Ensure all work is in line with CPSL's policies and procedures
- 3.15 Work in ways that support and uphold CPSL's values
- 3.16 Participate in regular supervision and an Annual Performance Review with the Director of Safeguarding
- 3.17 Perform other duties as reasonably directed by the Director of Safeguarding

4.0 Key Selection Criteria

- 4.1 An in-depth knowledge of the training and the principles of competency-based training and assessment within a quality framework
- 4.2 Demonstrated experience in interpreting and applying specific legislation, standards and guidelines into training modules

- 4.3 Experience in training processes including a learning needs assessment, content development, assessment of learning, and delivery of training
- 4.4 Experience in developing training resources for diverse audiences
- 4.5 Excellent writing and presentation skills
- 4.6 Demonstrated time management skills, including the ability to prioritise, manage multiple tasks and meet deadlines
- 4.7 Demonstrated ability to work independently with minimal direction and to work harmoniously in a team environment.
- 4.8 Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies
- 4.9 Demonstrated understanding of and commitment to the principles of equity, diversity, continuous improvement, risk management, and occupational health and safety
- 4.10 Understanding of and commitment to CPSL's purpose, objectives and values

5 Qualifications, Skills and Attributes

- 5.1 Minimum of 5 years in training management role
- 5.2 Relevant tertiary qualifications and/or TAE40110 Certificate IV in Training and Assessment
- 5.3 Experience in child protection and/or safeguarding would be highly regarded

6.0 Conditions of Employment

- 6.1 There is no paid overtime
- 6.2 The position is based at the CPSL office in the Melbourne CBD (Queen Street). You may be required to work from other sites (on a temporary or permanent basis) as directed from time to time
- 6.3 Salary to be negotiated in line with experience. Salary packaging is available
- 6.4 Superannuation is paid according to the Superannuation Guarantee into a compliant fund of the incumbent's choice
- 6.5 Employment is subject to the satisfactory completion of a range of pre-employment checks, including two professional reference checks, a pre-existing injury/disease declaration, a national criminal records check, and proof of identity and qualifications. The successful applicant also needs to hold an 'employment' Working with Children Check Card (Victoria) and must list 'Catholic Professional Standards Limited' as their employer
- 6.6 The successful applicant will initially be employed for a probationary period of six months. During this period, either party can terminate employment with one week's notice. A probationary review before six months will be undertaken
- 6.7 In the context of occupational health and safety, all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S
- 6.8 Under Victorian Workcover legislation, it is the applicant's duty to advise CPSL of any pre-existing medical condition which would be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any

relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition

6.9 CPSL is a smoke-free workplace

7.0 Inherent Requirement of Work Activities/Environment

Following is a table which outlines the main physical and psychological requirements of the position

Position Element	Key Activity	Frequency
Work environment	Manage demanding & changing workloads & competing priorities	Daily
	Work independently	Daily
	Work in a team environment	Daily
	Work in different geographic locations	Regularly
	Work office hours with the possibility of extended hours	Regularly
	Work in an open plan office	Daily
	Work in buildings which are multi-storey	Daily
	Sit at a computer or in meetings for extended periods	Daily
People contact	Liaise with Church, government, non-government & community organisations & companies	Daily
	Interact with members of the public who may display the full range of emotional expressions, including challenging behaviour	Regularly
Administrative tasks	Undertake administrative tasks which may include the following: computer work, writing reports, participating in meetings, concentrating for long periods of time, managing resources & budget, researching & analysing information & data	Daily
	Use technology including copiers, telephones including mobiles, fax, data projectors, personal computers, televisions, videos, DVDs, electronic whiteboards, etc	Daily

8.0 Signatures

I have read, understood and accept the above Position Description

Name:

Signature:

Date:

Authorised Manager Name:

Authorised Manager Signature:

Date:

Version Number:	2.0
Authorised by:	Sheree Limbrick, CEO
Date of Authorisation:	04/3/2019