



Learning and Development Officer

Full Time

The opportunity

We are seeking an enthusiastic training specialist who can support our fabulous business with research, training design, coordination, and facilitation of training requirements across our 16 sites.

The position will identify training needs, programs and training events and track training completion with a firm focus on improving current processes using our ELMO Learning Management System.

The position is based in Bunbury on a full-time basis, however, flexible working options including part time/job share and other locations or arrangements may be considered for the right applicant.

The Role

This position will be responsible for the following:

- Conduct organisation- wide training needs assessment and identify areas that can be streamlined and improved.
- Design face to face and online training programs
- Map out annual training programs and pro -active management of annual training calendar.
- Working with all parts of the organisation to develop and improve the delivery of programs for improved staff learning experiences.
- Select appropriate training methods, platforms or activities.
- Review current on-boarding process.
- Ensure training KPIs are met.
- Ongoing document improvement and control.
- Maintain up to date training records to ensure certifications remain valid.
- Manage and maintain training facilities and equipment.
- Occasional visits to other locations required.

Knowledge, Skills and Experience

- Proven experience as a Training Coordinator, Trainer, Training Facilitator or similar role.
- Disability Employment Services experience (desirable)
- Certificate IV in Training and Assessment
- Hands-on experience coordinating, designing and facilitating multiple training packages.
- Experience and knowledge of adult learning principles and best practices
- Proven ability to complete full training cycle (Assess needs, plan, develop, coordinate, monitor and evaluate)
- Experience with e-learning platforms
- Excellent written and verbal communication skills, and capacity to effectively liaise and collaborate with internal stakeholders as well as external partners and clients.
- Advanced organisational skills with the ability to handle multiple assignments
- Strong technical aptitude

Remuneration



Your salary will be dependent on your experience/qualifications and will be discussed at the interview.

Why Forrest Personnel

At Forrest Personnel 'No Ability Wasted' is not just something we talk about.

With 30 years' experience as a disability employment service our main purpose is to support people with health conditions, injuries, and disabilities to find and more importantly keep meaningful employment. We pride ourselves in working hard to do what we can to support people across the state.

Our teams are advocates for the people we support across communities in rural and regional Western Australia.

What can Forrest offer you?

As an employer of choice focused on continuous improvement, we're always looking to do things differently. We value motivation and initiative and if you feel you have a passion for service excellence, you'll be rewarded with:

- The option of earning up to \$15,900 of your salary tax free through our salary sacrifice concessions. This can be put towards living expenses (eg a mortgage).
- Salary sacrificing meal, entertainment and hotel accommodation.
- Employee Assistance Program which offers free confidential counselling for you and your family.
- Discounted health insurance through our selected provider.
- And most importantly, the privilege of working for a values-based organisation that's totally committed to our local communities.

All candidates must possess, or able to obtain, a Working with Children Check, Driver's Licence and National Police Clearance prior to commencement.

Forrest Personnel is an Equal Opportunity Employer, who have a strong commitment to diversity in the workplace. We actively seek, embrace and encourage applications from individuals with a disability, health condition or injury, as well as those with culturally diverse backgrounds, including Aboriginal and Torres Strait Islander people.

Take Action!

If you would like to be part of a caring, happy and energetic team, please follow the link below

<https://www.fp.org.au/careers-at-fp/current-vacancies/>

Please follow the steps below:

1. Download and complete the application form



2. Submit the completed application form with your cover letter and resume to recruitment@fpi.org.au

Applications submitted through SEEK without an application form will not be considered.

FPI reserves the right to withdraw this advertisement prior to the stated closing date.

Only applicants successful in progressing to interviews will be contacted.