

# Role Description

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**Title**      Senior Advisor Learning and Development

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**Classification**

AO6

## About the Queensland Audit Office

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On behalf of the Auditor-General, we provide insights to over 600 state and local government clients on how to deliver better public services for Queenslanders.

As the state's independent auditor, we are completely unique. We are vital to Queensland's integrity system of government, giving parliament and the public trusted assurance.

Innovation, teamwork and relationships are at the heart of what we do. We use some of the most contemporary practices and tools in today's professional services industry to:

- deliver high quality audit services
- give the public sector insights on their performance, risks and financial management
- report to parliament on the results of our work
- investigate financial waste and mismanagement
- share best practice across our client base and industry.

The public sector operating environment is diverse and constantly evolving, meaning we work throughout Queensland across a wide range of services from health, education, financial services, energy, local government, transport, justice and many more.

For more information on our role and what we are passionate about, visit [www.qao.qld.gov.au](http://www.qao.qld.gov.au).

## Purpose of the role

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As the Senior Advisor Learning and Development, you will manage the coordination, delivery and evaluation of technical and non-technical training and development programs and provide advice and support to the QAO executive and employees on learning and development related matters.

## Role responsibilities

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In the role of Senior Advisor Learning and Development, you will:

- report to the Learning and Development Manager and work collaboratively with relevant stakeholders
- manage and implement the development and delivery of QAO learning and development activities in consultation with key stakeholders across the business



Engage



Respect



Inspire



Deliver

- coordinate the development and implementation of appropriate program structures; learning design, delivery, assessment and evaluation approaches and process for training delivered according to established competency frameworks and to support QAO's strategic direction and business requirements
- manage the graduate development program
- facilitate and support performance management program
- provide specialist advice on non-technical programs i.e., eLearning, in house delivery or sourcing external providers
- work with key stakeholders and team members to provide input to the review and/or development of a training needs analysis when required
- liaise with internal and external stakeholders including training providers, tertiary institutions and facilitators to ensure that learning and development requirements are appropriately sourced, provided and evaluated
- manage the administration, budget, record keeping and reporting for the learning and development function and systems
- manage the Professional Standards policy which includes study and research assistance scheme
- identify processes and tools for the ongoing improvement of learning and development activities for the benefit of the organisation, employees and the improved efficiency and effectiveness of service delivery
- contribute to the development and review of relevant policies, processes, procedures and SharePoint pages to ensure compliance with government legislation, directives and initiatives
- support and manage L&D Support Officer role, to ensure activities meet defined timelines, in line with L&D priorities
- facilitate training sessions/workshops on a range of topics
- promote and model the established QAO core values of: Engage, Respect, Inspire, and Deliver
- take reasonable care for your own and others' health and safety; follow health and safety instructions; and support and cooperate with health and safety systems, policies and procedures.

## Assessment criteria

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You will be assessed on the following:

- proven ability to apply a sound knowledge of contemporary learning and development principles and practices
- demonstrated ability to develop, implement, monitor, and review the learning and development function and activities to meet organisation and individual needs
- demonstrated ability to influence stakeholders and the delivery and achievement of outcomes
- well-developed analytical and problem-solving skills to provide appropriate advice and support to stakeholders
- proven ability to meet timeframes and competing deadlines both individually and as part of a team



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- demonstrated well developed written and oral communication skills including strong interpersonal, facilitation and relationship management skills.

## Qualifications / Professional registration / Other requirements

Possession of an appropriate tertiary qualification in a relevant discipline e.g., adult education, human resource management, business, management, is highly regarded.

## Additional information

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- travel may be required as part of the role
- a six-month probationary period may apply
- citizenship requirements may apply
- a Queensland driver's licence or similar is highly desirable
- a current criminal history check is required for applicants recommended for appointment
- discipline checking may be undertaken on preferred applicants
- validity of qualifications may be confirmed with issuing institutions
- successful applicants external to the Queensland Public Service must disclose to the Auditor-General within one month of commencing duty, any previous employment as a lobbyist in the previous two years
- employees are required to complete an independence declaration on appointment and annually thereafter
- employees have an ongoing obligation to advise any interests that may impact their independence or suitability to undertake the duties of the position
- employees of the Queensland Audit Office are required to abide by the Code of Conduct for the Queensland Public Service
- a non-smoking policy applies on Queensland Audit Office premises and in all Queensland Government buildings, offices and motor vehicles
- Queensland Audit Office is committed to building a culture that respects and promotes human rights, inclusion and diversity.

### Privacy notice

The Queensland Audit Office collects your personal information and documents relevant to your employment. The collected information will be managed in accordance with the *Information Privacy Act 2009* and will not be disclosed to a third party without your consent, unless required or authorised by law.



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