

Job Description: Learning and Development Coordinator

About the Property Council	The Property Council of Australia is the champion of Australia's largest industry that employs 1.4 million Australians and shapes the future of our cities. Our members include large and small companies which invest, own, manage and develop all forms of property as well as providers of professional services to the industry.
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Position	Learning and Development Coordinator
Business Unit & Location	Academy / Sydney
Reports to	Deputy Director, Property Council Academy
Direct reports	None

Position Purpose	Responsible for the planning, development, and delivery of Academy courses. Working closely with the Academy team and subject matter experts, the position can drive change and deliver best practice through innovative and relevant courses for the property industry.
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Relationships	
Key Internal Relationships	Academy team
Key External Relationships	Members & non-member Subject matter experts Facilitators, event speakers Venues and suppliers

Key responsibilities and tasks		
Key responsibility area	Key tasks	Measure of success
Delivery of Industry Diploma courses	<p>Plan calendar of courses in consultation with Academy team.</p> <p>Work with course advisory committees to ensure curriculum reflects current industry needs and trends (make changes as necessary).</p> <p>Secure facilitator and industry speakers in accordance with set timelines.</p> <p>Effective communication with course participants providing course confirmations and responding to queries in a timely manner.</p> <p>Manage course logistics and administration (participant lists, place cards, workbooks).</p>	<p>High level of positive feedback by course attendees</p> <p>Financial yield targets are achieved</p>

	<p>Aid course facilitator during the course to ensure the program runs smoothly.</p> <p>Seek participant feedback and report results to the committee.</p> <p>Timely management of course budget to ensure targeted surplus is achieved.</p>	
Stakeholder management	<p>Management of course advisory committees (regular meetings, timely production of agendas and minutes, committee action plans in place).</p> <p>Management and effective communication with facilitators and industry speakers to ensure they understand learning outcomes and have all the required information and material they need to deliver their session/s.</p> <p>Increase the speaker pool – working with speakers and facilitators to have a backup in-place to meet increased course frequency and demand along with diversity targets.</p>	<p>Property Council Academy is the leading provider of technical training for the property industry.</p> <p>Highly engaged committees reflected through consistent meeting attendance and high output.</p> <p>Diversity targets reached.</p>
Digital Innovation	<p>Active participation in the Academy learning management system LMS transformation project where courses will be reviewed and innovated in terms of content and delivery.</p>	<p>Courses that meet our members' needs and expectations.</p>
People and Culture	<p>Proactively champion and role model a one-company culture and our company values.</p> <p>Promote a high performance and accountability culture.</p>	<p>Consistent demonstration of an energised, collaborative and ownership mindset.</p>

Requirements including essential criteria

Experience and skills	<p>Previous experience in learning and development environment is essential.</p> <p>Ability to demonstrate an understanding of effective stakeholder management and business development skills.</p> <p>Demonstrated experience working with detail-oriented tasks with a high level of accuracy, customer focus & professionalism, self-motivated, excellent communication skills, particularly verbal.</p> <p>Good communication skills, with an excellent command of written English. Adapts communication style and medium to suit message and audience.</p> <p>Ability to manage multiple projects at any given point in time.</p> <p>Exceptional attention to detail and high-level accuracy.</p> <p>Proactive and self-motivated, and able to work in a small team environment with limited supervision.</p> <p>Professional attitude and professional personal presentation.</p> <p>Willingness to accept change.</p>
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	Hard-working, bright, astute, quick thinker and a 'can-do- attitude.
Education	Tertiary education in Human Resources, Commerce or Business
Essential requirements	Irregular hours due to attendance at events outside of normal working hours. Some interstate travel required.

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