

# Learning & Development Coordinator

APM • Maryborough QLD 4650



Base pay  
\$0 - \$0



Work type  
Full time



Contract type  
Permanent

## Perks

ADDITIONAL LEAVE

TRAINING

WORK - LIFE BALANCE

## Skills

MICROSOFT OFFICE

ADULT LEARNING

CONTINUOUS IMPROVEMENT

DISABILITY

DIVERSE TEAM

INSTRUCTIONAL DESIGN

LEARNING AND DEVELOPMENT

LMS

OPERATIONS

RECRUITMENT

EMPLOYEE BENEFITS

## Full job description

### The role

As a Learning & Development Coordinator you will enhance the knowledge of the APM Communities teams, ensuring they are competent to deliver high performance and high-quality Local Area Coordinator services to people with disability, their family, and the broader community.

## Job details



Date posted  
**21 May 2022**



Expired On  
**19 Jul 2022**



Category  
**HR & Recruitment**



Occupation  
**Training & Development**



Base pay  
**\$0 - \$0**



Contract type  
**Permanent**



Work type  
**Full time**



Job mode  
**Standard business hours**



Work Authorisation  
**AUSTRALIAN CITIZEN /  
PERMANENT RESIDENT**

Your facilitation skills will be used extensively along with your ability to create content in innovative ways using a variety of IT platforms to engage adult learners and increase their learning appetite in a constantly changing environment.

Joining the Performance, Innovation, Quality and Learning Team, you will be contributing to both operations and continuous improvement strategies and deliverables.

This is a Full-Time role working in one of our APM Communities sites supporting staff nationally.

You will be responsible for:

- Developing, reviewing and delivering content that is consistent in learning outcomes for all team members taking into consideration learning styles, instructional design, accessibility and adult learning principles.
- Recording and monitoring completion of training and support team members development and maintenance of competency alongside other key roles
- Maintaining knowledge of NDIA and APM training agendas and training package changes to deliver the most accurate content, activities and feedback.
- Influencing team members learning experiences and needs by consistently striving to provide solutions that enable genuine learning experience

### **Be rewarded for your success**

By Joining a Global human services organisation that has a growth mindset, you will have access to:

- Ability to purchase additional leave
- Flexible working arrangements and variety
- Salary sacrificing
- Discounted health insurance benefits
- Novated car leasing
- Commitment and support to your individualised personal development

### **To be successful in this role...**

You will build on your existing training and facilitation skills by having knowledge of the National Disability Insurance Scheme, the NDIS legislation framework, and Local Area Coordination services.

You will have:

- Experience in facilitating learning and development activities for adult learners and catering to the different learning styles
- Demonstrated experience in delivering training outcomes in person and

via virtual delivery

- Demonstrated understanding of diverse communities, including disability, and awareness of inclusion principles and practices
- Working with Children Checks in the relevant States/Territories
- NDIS Worker Screening Check or willingness to obtain
- Proficient in Microsoft Office 365 and experience with LMS systems

### **About APM Group**

We're a diverse team of over 9,000 people across 11 countries with a shared purpose - to enable better lives. Our purpose is the common thread that lives in everything we do, and it starts with enabling better lives for our employees and their families too.

Our work enables the people we serve to realise their ambitions and aspirations through sustainable employment, independence, better health and wellbeing, and increased social participation.

When you join APM, there's an opportunity to grow your career in Human Services, across multiple global brands and geographies. You can expect a great work-life balance, extensive learning opportunities, networking programs and employee benefits. But most of all you can expect to make a lasting impact on the lives of others, who rely on our services.

At APM we are strengthened by diversity. We are committed to providing a work environment in which everyone is included, treated fairly and with respect. We encourage applications from people of all ages, nationalities, abilities and cultures including indigenous peoples, the LGBTQI+ community and people with a disability.

### **Ready to Join?**

As part of your application process, please include a **cover letter** and your latest CV. In your **Cover Letter**, we'd like to you to answer the following two (2) questions:

- Why do you believe you are suitable to be a Learning and Development Coordinator with APM?
- What value will you add to the role, the team and to the learning experience?

Click **APPLY** now and complete your application through our online recruitment platform.

For a confidential discussion, please call **Sian** on **0429 212 511**.

We're committed to Equality, Diversity and Inclusivity

We welcome all people to join our team, including people from Aboriginal and Torres Strait Islander communities, living with disability, all gender identities, LGBTQIA+, people of any socioeconomic status, of any age, race, national origin or ethnicity. We believe each person's uniqueness makes us even better at the work we do.