

Position Description: Professional Learning Officer

Position title	Professional Learning Officer	Special Conditions	After Hours work will be required
Team	Operations Team	Location	Richmond
Employment status	Full Time	Hours	5 days per week
Reporting to	People and Capability Manager	Direct reports	None
Salary and Conditions	In accordance with the relevant Award and commensurate with the applicant's qualifications, abilities, and experience	Leave	6 weeks

1 About MITS

Melbourne Indigenous Transition School (**MITS**) is a transition school providing boarding and schooling for young Indigenous people from remote Northern Territory and regional Victorian communities. MITS provides a Year 7 and Year 8 school program plus boarding for students for the duration of their secondary education in Melbourne.

2 Role Purpose

Professional Learning encompasses all initiatives that foster employee growth, enhance skills, and ultimately drive both individual and organisational success. This position will collaborate with subject matter experts, internal and external stakeholders, and staff to develop and deliver in-house and external learning programs. Success in this role means every staff member at MITS having the skills and trainings to effectively deliver in their role, with a clear view of their future growth and MITS and an understanding that they can – should they wish – forge a life-long career at MITS.

3 Key Responsibilities

The Professional Learning Officer will be responsible for developing, delivering and reviewing staff professional learning, training and development programs for all staff across MITS. Within the role, they will:

- a) **(professional learning programs)** work with the Executive, People and Capability Manager and Managers to identify the skills, competencies and knowledge required across the organisation or within specific teams or individuals and utilise data to develop, document and monitor individual and team development and training plans to address those needs;
- b) **(Professional Learning Plans)** With assistance from the Executive, People and Capability Manager and Managers, develop, communicate and maintain tailored Professional Learning

Plans for and with every MITS staff member, including through the development and delivery of e-learning courses, workshops and other trainings, to ensure every MITS staff member understands how they may continue to grow with MITS;

- c) **(First Nations staff)** develop and deliver tailored Professional Learning Plans to encourage the career progression of First Nations People within MITS;
- d) **(on-boarding)** lead the on-boarding of new staff, ensuring that they understand MITS's history, purpose, vision and values, while working with Managers to ensure that each new staff member has the requisite skills and qualifications before their starting date, and that they are supported to develop new essential skills through their first weeks and months with MITS;
- e) **(Boarding as a vocation)** engage with external boarding organisations to identify supported boarding learning pathways and develop programs to ensure that MITS is a sector-leader in the treatment of boarding as a vocation;
- f) **(monitoring and assessment)** continually monitor and assess the success of individual and collective Professional Learning Plans, and adapt them as necessary and support MITS staff to grow professionally and make the most of learning opportunities on offer at MITS;
- g) **(all staff days)** Assist the People and Capability Manager in the planning and delivery of all staff training days, including monitoring compliance by staff with requirements to undertake mandatory training modules (e.g. First Aid and CPR training).

3.1 Relationships and Communication

The Professional Learning Officer will:

- a) establish sound, positive, and caring relationships with staff and key stakeholders, in which staff feel comfortable approaching the Professional Learning Officer to discuss their career aspirations and how MITS can help them to achieve them;
- b) build an effective network of professional contacts to provide outstanding career learning, development and progression opportunities to MITS staff;
- c) share information and communicate with colleagues in a timely, clear and professional manner;
- d) have experience managing and using learning software and learning management systems.

3.2 Professional Standards

The Professional Learning Officer will:

- a) proactively demonstrate MITS values of Respect, Courage, Care, and Culture in daily work and interactions with students and colleagues;
- b) appreciate and encourage differences, valuing people for their skills, competencies, and contribution to MITS continuing success;
- c) contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures;
- d) maintain excellent communication and relationships with students and other staff; and
- e) attend all relevant MITS events including professional learning opportunities.

3.3 General

The Professional Learning Officer will:

- a) by agreement with the People and Capability Manager, participate in after-school and weekend programs to engage students and assist them to integrate to the school, and the Melbourne environment while maintaining respect for their own culture and identity; and
- b) be familiar with all emergency policies and procedures and be ready to implement if necessary.

4 Key Selection Criteria

4.1 Qualifications

The Professional Learning Officer will hold specialist qualifications, which must include at least one of the following:

- a) qualification in teaching or Certificate IV in Training and Assessment;
- b) experience in design and delivery of training courses;
- c) experience in planning and coordinating training;
- d) experience in developing and managing strong staff engagement.

4.2 Essential Experience

The Professional Learning Officer will have experience:

- a) identifying and assessing the merits of learning opportunities;
- b) planning and prioritising professional learning for staff by setting achievable timelines;
- c) supporting implementation of key initiatives; and
- d) ability to assess and anticipate potential barriers to change management processes.

4.3 Essential Skills and Attributes

- a) **(positive attitude)** A professional, cheerful outlook and demeanour towards colleagues, students, parents/guardians, and the wider school community.
- b) **(strategic)** Capacity to develop and implement solutions that effectively and creatively address staff learning and development needs within a not-for-profit environment.
- c) **(report preparation)** Capacity to develop reports and make recommendations (if necessary).
- d) **(administration)** Effective administration skills with knowledge of software and the capacity to multitask, maintain accurate, transparent, and comprehensive records.
- e) **(communication and people skills)** Strong oral and written communication skills with the capacity for developing high expectation relationships.

- f) **(team work)** Ability to work as part of a small team and collaborate with colleagues to plan and deliver project outcomes.
- g) **(motivation)** Capacity to maintain an important level of personal responsibility and self-motivation.

5 Important Information

5.1 MITS values

Staff and Volunteers of MITS are required to demonstrate a commitment to supporting students to enable their successful and confident transition from home community to Melbourne schools. The fostering of a safe and inclusive community based on the school values of Respect, Courage, Culture and Care is the responsibility of all staff.

5.2 Child Safety

MITS assures the right of every student and staff member to a safe environment. In particular, MITS is committed to child safety, and adheres to the Child Safe Standards through its Child Safe Policy. Each MITS staff member and volunteer is required to sign and act in accordance with MITS's Child Safety Code of Conduct.

The Professional Learning Officer must ensure that they act in accordance with MITS's Child Safe Policy and Child Safety Code of Conduct. Whilst the Professional Learning Officer does not have any specific duties or responsibilities in relation to child safety, other than those listed in this document, given the sensitive nature of their role they must be mindful that matters of child safety may arise through their work with MITS students.

5.3 Reference checks and Criminal Record Check

Appointment to MITS is subject to reference checks and a Criminal Record Check.

5.4 Work Health & Safety Requirements

The Professional Learning Officer must:

- a) contribute to safe work practices and a healthy school environment for all staff, students, and visitors;
- b) take reasonable care for their own health and safety while taking reasonable care that their actions or omissions do not adversely affect the health and safety of other persons; and
- c) comply with all risk management requirements, promoting an environment and culture consistent with principles of safety and effective risk management.

5.5 Specific Requirements

The Professional Learning Officer must acquire and maintain:

- Working with Children Check;
- Senior First Aid Certificate or equivalent; and

- other training as required from time to time by MITS in order to meet the academic, pastoral, administrative and practical needs of the position for example Manual Handling, Asthma Management, Epi-pen Training, Fire Safety Training.