



LOCAL GOVERNMENT MANAGERS AUSTRALIA
QUEENSLAND INC.

POSITION DESCRIPTION	
POSITION TITLE:	Facilitator and Coach
LEVEL/AWARD:	Renewable Fixed Term Contract
REPORTING TO:	Chief Executive Officer & Manager Training and Development

1. ORGANISATIONAL CONTEXT

Local Government Managers' Australia (Queensland) is a professional association that supports local government managers by representing their interests and providing targeted professional development. The organisation's current membership is approximately 500 and revenue is sourced from membership fees, income from professional and personal development programmes, sponsorships and grants.

The organisation's key activities include:

- Advocating the interests of members through representation to government, industry and other stakeholders;
- The provision of information and advice to members (legislative changes, watching briefs on issues of interest either within or affecting the sector);
- Commissioning and publishing research into issues of interest to the sector;
- Facilitating communication and fellowship with and between members and stakeholders;
- Provision of relevant development opportunities to pursue leadership and management excellence within the sector.

2. POSITION OBJECTIVE

- Enhance professionalism in the local government sector by developing the leadership, management and overall capacity of officers.
- Identify, design, coordinate, schedule and conduct customised training and development activities.
- Monitor and evaluate training quality and effectiveness, reviewing and modifying training objectives, methods and course deliverables as required.
- Market the learning and training activities developed and delivered by LGMA Queensland through the website, brochures and external publications.

3. POSITION'S KEY RESPONSIBILITIES

- Develop the leadership, management and overall capability of officers.
- Deliver a diverse professional development programme as coach, facilitator and presenter.
- Coordinate and manage the delivery of programmes including developing detailed programme proposals, programme design, programme delivery and budget management.
- Monitor and regularly evaluate training quality and effectiveness, reviewing and modifying training objectives, methods and course deliverables.
- Build and maintain relationships across local government, proactively promoting attendance LGMA programmes by tailoring the approach and information to meet individual needs.

- Investigate and research various subject matters in order to develop training materials and aids e.g. handbooks, visual aids, E-learning courses, toolkits and supporting reference documentation.
- Prepare and distribute marketing material promoting programmes to various audiences including through the quarterly magazine.
- Actively participate and contribute to planning and achieving the organisation's goals.

4. SELECTION CRITERIA

- 4.1 Experience in coaching and the facilitation of professional development programmes.
- 4.2 Experience in the organisation and delivery of customised training.
- 4.3 Ability to develop training materials and aids targeted at specific audiences in a variety of formats including handbooks, visual aids, E-Learning courses, toolkits and supporting documentation.
- 4.4 Ability to develop and maintain positive working relationships with key stakeholders with a specific focus on councils' Learning and Development/HR officers and programme sponsors.
- 4.5 High level oral and written communication including presentation, facilitation and consultation skills and ability to write a range of materials targeted to different audiences.
- 4.6 Excellent detailed work organisation and project management skills.
- 4.7 Demonstrated ability to work as part of a team in a high-pressure environment.
- 4.8 Knowledge, or the ability to rapidly acquire knowledge, of local government including experience and understanding of legislative frameworks and regulatory environments.

5. POSITION'S AUTHORITY

- Authority to manage the responsibilities detailed in this position description, under the direction of the Chief Executive Officer or Manager Training and Development, as follows:
 - Exercise control to ensure responsibilities are delivered in a timely and cost-effective manner at the required quality standard;
 - Develop solutions to problems by being creative and using analytical skills within the scope of corporate policies; and
 - The incumbent of the position is expected to use initiative within the above guidelines in carrying out his/her work in order to maintain effectiveness and efficiency. Decisions of a non-routine or politically sensitive nature must be referred to the Chief Executive Officer.
- Position is accountable to the Chief Executive Officer.

6. OTHER INFORMATION

- This position is located in Brisbane with an expectation of frequent travel within Queensland with occasional interstate travel.
- Options to undertake flexible working arrangement will be considered.
- The position attracts a salary of \$71,000 including super and subject to experience.

7. FURTHER ENQUIRIES

The LGMA Queensland website contains extensive information relevant to this position. The Chief Executive Officer, Peta Irvine can provide additional information on the role - (07) 3174 5003.

A cover letter and resume should be forwarded to peta@lgmaqld.org.au by COB 1 October 2017.