

Message from the CEO

"I am honored to lead the Municipal Association of Victoria (MAV) on the transformative journey ahead as we work to realise the aspirations outlined in our new MAV Strategic Plan for 2024- 2027.

Our vision is to be a nation leading organisation for the Victorian local government sector in strategic foresight, policy and research, leadership and governance, service design and advocacy impact.

Our purpose is to enable action that supports Victorian councils to create cities and regions, towns and communities that are thriving, inclusive and resilient.

The MAV has positioned itself at the forefront to lead the local government sector, embracing the leadership challenge presented by unprecedented technological, economic, environmental, and social changes. Our commitment is unwavering as we strategically lead and strengthen councils, serving as the authoritative voice for the Victorian local government Sector.

Our new team will seek and embrace opportunities for growth aligned to the perspectives of our stakeholders and ensure that our strategic direction is not only visionary but also deeply rooted in the needs and aspirations of those we serve.

The heart of our strength lies in the knowledge and expertise of councils in every region of Victoria. Together, we will build resilience, address climate change, and create a future where all our communities thrive.

I look forward to the shared achievements and successes that await us."

Kelly Grigsby

CEO, Municipal Association of Victoria

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Sector Learning and
Development Lead

Position Snapshot

Our vision is to be a nation-leading organisation for the Victorian local government sector in strategic foresight, policy and research, leadership and governance, service design, and advocacy impact. Our purpose is to mobilise action that supports Victorian councils to create cities, regions, and towns that are thriving, resilient, and inclusive communities.

The leadership challenge and opportunity of rising to the unprecedented technological, economic, environmental, and social changes in the 21st Century is becoming critical for local governments; and this is why the role of the MAV is so important now and into the future. At the MAV we are committed to working collaboratively with councils to achieve just and sustainable growth and to prepare for the future and the uncertainty it brings.

The Sector Engagement and Development team form part of the Community and Sector Development Business Unit and are responsible for the design, delivery and evaluation of training and events activities that support the MAV to achieve the priorities and major initiatives identified in the Strategic Plan enabling the MAV to realise our vision.

Reporting to the Manager, Sector Engagement and Development, the Sector Learning and Development Lead will be responsible for leading the Sector Learning and Development team members, consisting of a Learning Designer and Learning and Development Officer, in the end-to-end design and delivery of relevant and contemporary leadership and learning programs for MAV staff and Victorian councils.

As well as excelling in leadership and learning and development programming and delivery, you will develop and maintain collaborative and productive relationships with internal and external stakeholders to scope and plan requirements including setting clear objectives, defining roles and responsibilities, sourcing appropriate contractors and suppliers, completing OHS & risk assessments, managing and monitoring budgets and all other related activities.

Your Sphere of Influence and Key Relationships

Reports to	Manager Sector Engagement and Development
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Internal	MAV Board
	MAV Delegates
	Executive Team
	Senior Leadership Team
	MAV Staff
	MAV Advisory Committees

External	Service Providers and Consultants
	Local Government Bodies and Professional Associations
	Victorian Councils

Direct Reports

Learning and Development team members

- Learning Designer
- Learning & Development Officer

KPIs 2024 – 2025

Your First 12 Months

To be successful in your first 12 months you will need to focus on and move forward with the following key priorities:

- Develop and maintain an in-depth understanding of the MAV's operation and our service provision to the Victorian local government sector.
- Lead the design, development and delivery of an innovative and high-impact blended learning and development program, aligned with the MAV Strategy.
- Contribute to the development and implementation of the Learning and Development Strategy.
- Oversee the successful implementation and ongoing management of the eLearning Learning Management System (LMS), including the curation and building of bespoke eLearning courses.
- Demonstrate exemplary leadership to the Sector Learning and Development team and the broader Sector Engagement and Development unit, with the ability to effectively manage people and resources, as well as champion and lead change.
- Build strong, collaborative relationships and partnerships with key internal and external stakeholders and service providers, to deliver relevant, contemporary and customised programs for MAV staff and members.
- Implement mechanisms to measure and evaluate the effectiveness of all programs and activities to inform continuous improvement initiatives.
- Monitor emerging trends and best practice across organisational and learning and development disciplines, to ensure the design and delivery of relevant and contemporary programs that result in quality outcomes for the MAV and our delegates.

Vision for MAV 2027

We are passionate about attracting the right people with the right personal attributes to inspire staff to stay focused on the vision.

Your Personal Attributes

Key Competencies

Strategic Thinker - you are able to create and articulate a shared vision that inspires and influences staff and local government stakeholders to achieve the MAV vision.

Innovator - you are able to foster a creative and dynamic environment that facilitates innovative problem solving and drives efficiencies, a high-performance culture and excellence in service delivery.

Communicator – you are able to develop and maintain positive relationships with key stakeholders and create a culture of proactive, inclusive, respectful and courageous communication. You also have a high degree of political acumen and approach all situations and relationships with a clear perception of the political context and reality. You are dedicated to crafting and implementing service practices that meet both the needs of customers and the MAV.

Leader – you lead by example and are able to inspire and motivate staff to live the organisational values, strive for excellence and embrace continuous improvement, self-awareness and life-long learning.

Change agent – you are agile and comfortable with change, and you are able to engage, lead, support and motivate staff through change to achieve benefits for the organisation and the community.

Team player – you strongly lead and support a collaborative culture, and you are able to motivate, empower and challenge staff to work as part of dynamic teams to achieve great things for the sector.

Qualifications

- Relevant tertiary qualification in Human Resources, Organisational Development, Leadership Development, Learning and Development, Adult Education or experience.
- Certificate IV Training and Assessment desirable.
- Accreditation in external development tools and personality instruments such as MBTI, DISC, Human Synergistics desirable.

Experience

- Relevant experience in a similar role with the proven ability to develop, deliver and evaluate innovative, high-impact and blended leadership and learning programs for diverse stakeholders.
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- Relevant experience in sourcing and managing service providers and consultants and building and maintaining constructive relationships with key personnel.
 - Demonstrated experience in stakeholder management and ability to collaborate, influence and provide trusted advice.
 - Experience implementing and administering a Learning Management System
 - Demonstrated experience in leading and managing a high performance, customer orientated and future focused team to deliver quality outcomes in a high volume and complex environment.
 - Experience in conducting research, collating and analysing data and providing clear written and verbal advice and reports.
 - Experience in effective management of program budgets.
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Specialist skills and knowledge

- Advanced knowledge and expertise in leadership and learning and development practice and programming, encompassing a blended learning framework of face-to-face, online and eLearning.
 - Ability to deeply listen, understand an issue and design appropriate solutions for multiple learning styles and modalities.
 - Knowledge of contemporary learning and development models, approaches to training and engagement.
 - Demonstrated understanding and application of project management methodology to effectively plan and deliver programs within budget and required timelines, demonstrating excellent attention to detail and the ability to manage competing priorities and deadlines.
 - Demonstrated understanding of relevant OHS requirements and experience in the application of OHS procedures to ensure the safe delivery of training events.
 - Highly skilled in delivering training and/or presentation and facilitation skills.
 - Demonstrated knowledge and application of adult learning principles.
 - Contract management skills and knowledge to effectively manage suppliers and contractors.
 - Excellent customer service and interpersonal skills.
 - Excellent written and verbal communication skills.
 - Critical thinking and problem-solving capability with the ability to take initiative, think outside the box and provide innovative concepts and solutions.
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- A growth mindset with the ability to embrace new challenges, solve problems and implement new ideas.
 - Proficiency in Microsoft Office365 suite including SharePoint, OneDrive, and Teams, Zoom or other online meeting platforms.
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Your Key Responsibilities

Strategic

- Actively support the implementation of Sector Engagement and Development's key actions and initiatives aligned to the MAV's strategic plan and vision that enhances the sustainability, growth and livability of our communities.
 - Establish a strong professional network with key stakeholders and leverage these to the strategic advantage of the MAV and local government sector.
 - Apply understanding of the political, social and legal environment and organisational context of the MAV.
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Corporate

- Live the MAV's values and management behaviors, at all times setting a strong example for the broader MAV Team.
 - As part of the Sector Engagement and Development team, inspire an organisation culture that rewards innovation, continuous improvement and service excellence.
 - Work across the organisation to secure cross-unit cooperation and collaboration to achieve best value for money and high-quality outcomes for the community.
 - Build a community-first focus that encourages positive and proactive communication and interaction with all community members and stakeholders.
 - Represent the MAV at formal functions and events as required ensuring a high and appropriate public profile.
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Unit

- Live the MAV's values and management behaviors, at all times setting a strong example for the broader MAV Team.
 - As part of the Sector Engagement and Development team, inspire an organisation culture that rewards innovation, continuous improvement and service excellence.
 - Work across the organisation to secure cross-unit cooperation and collaboration to achieve best value for money and high-quality outcomes for the community.
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- Build a community-first focus that encourages positive and proactive communication and interaction with all community members and stakeholders.
 - Represent the MAV at formal functions and events on all occasions ensuring a high and appropriate public profile.
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Shared Organisational Responsibilities

Safe Workplace	<ul style="list-style-type: none">• Undertake responsibilities in line with the Occupational Health and Safety policies, procedures, training, and instruction, employees are responsible for ensuring that they:<ul style="list-style-type: none">• Follow reasonable instruction;• Cooperate with their employer; and• At all times, take reasonable care for the safety of others in the MAV workplace.
Policies and Procedures	<ul style="list-style-type: none">• Undertake responsibilities in line with all MAV policies related to the position including: Workplace Behaviours, Record Keeping, Procurement, Staff Management and Community Engagement.
Legislative Framework	<ul style="list-style-type: none">• Complete responsibilities of this position in line with the relevant legislation for which the Unit is responsible.• Ensure all relevant legislation, standards, and codes of practice are identified, monitored and reviewed for all sections of the Unit.
Risk Management	<ul style="list-style-type: none">• Adopt a proactive risk management approach to all MAV activities that the Unit is responsible for.• Create an environment where managing risk is accepted as the personal responsibility of each employee.

Inherent Requirements of the Position

The below lists the demands and work environment more often than not in order to perform the essential functions of the position:

Office Duties	<ul style="list-style-type: none">• Sitting at a workstation on an adjustable office chair, general office-based work, using a computer for up to one hour at a time, followed by a break.• Includes general office-based work such as handling files, various paperwork, attending phone calls and customer enquiries.
Role Specific	<ul style="list-style-type: none">• Frequent standing and walking while carrying out the responsibilities of the position.• Occasional manual handling such as lifting, holding, carrying, moving, pulling and pushing equipment and resources.• Occasional kneeling, squatting, bending and twisting• Some out of hours work may be required, particularly in the delivery of training events.
Transport	<ul style="list-style-type: none">• Driving private/rented vehicle/s, using public transport or taxi services, while carrying out the responsibilities of the position.

Pre-employment Requirements

National Police Check

Verification of Qualifications and Training

Full Victorian Driver's Licence

Selection Criteria

Your application for this position should address the points listed under 'Your Personal Attributes' which are the Competencies, Qualifications, Experience and Specialist Skills and Knowledge you will need to succeed as the Sector Learning and Development Lead.

People & Capability – Internal Use Only

Position Number(s):

PD Current as at: August 2024