

Title	Learning & Capability Partner		
Team	People, Culture & Capability	Reports to	Head of People, Culture & Capability
Direct Reports	None		
Date Prepared	March 2025		

Position Summary

The Learning and Capability Partner will lead the creation, implementation, and enhancement of learning and organisational development initiatives, focusing on developing the capability of our people, identifying and supporting progression pathways, and promoting diversity, inclusion, and belonging initiatives. The role requires a creative and proactive approach, strong stakeholder management skills, and a commitment to continuous improvement and excellence in learning and capability development.

Key Accountabilities

- **Learning Program Management:** Lead all aspects of learning programs, including program management, facilitation, and content design, ensuring alignment with contemporary, market-leading, and impactful solutions.
- **Resource Development:** Design and develop resources, tools, and templates to support leadership and professional development across all levels.
- **Learning Embedment:** Provide continuous coaching and support to effectively embed learning within the organisation and ensure clear roles and responsibilities for people leaders and team members.
- **Training Calendar and Compliance:** Collaborate with key stakeholders to identify individual and organisational training objectives and oversee compliance and mandatory training completion.
- **Learning Management System Administration:** Administer the LMS (Articulate 360) including designing learning experiences, content management, reporting, and user training.
- **Talent Management and Succession Planning:** Lead the annual talent mapping and succession planning cycle working with leaders to identify and nurture future leaders and evolving subject matter experts.
- **Coaching for Development:** Provide coaching to leaders and team members to enhance learning and performance outcomes.
- **Learning Program Integration and Measurement:** Integrate EWON's values into all learning programs to foster desired behaviours and support the EWON culture. Measure and report on L&D effectiveness through the establishment of an L&D dashboard and drive continuous improvement.
- **Capability Framework:** As the custodian of EWON's capability framework ensure that they are integrated and embedded into the employee lifecycle and guide development at an individual and organisational level.
- **Organisational Development:** As part of the PCC team, support organisational initiatives such as employee engagement and culture surveys; performance and development cycles; change management to support project implementation; and leverage organisational data to develop insightful capability development solutions that evolve and meet business needs.

- Diversity, Inclusion and Belonging: Lead the execution of EWON’s diversity, inclusion, and belonging strategy and the initiatives that support that.

Compliance & Safety

- Demonstrate an active commitment to WHS and compliance with legislation:
 - Take reasonable care for their own health and safety and others
 - Attend WHS training as required by EWON
 - Complies with any reasonable instructions, policies and procedures given by EWON
- Maintain and update required job specific and specialist knowledge
- Seeks and accepts feedback, coaching and support including participation of required EWON training
- Undertake other tasks as reasonably requested to support business needs, across the Investigations Team and EWON

Key Behavioural Capabilities

Personal Effectiveness	<ul style="list-style-type: none"> • Displays Resilience • Acts with Integrity • Demonstrates accountability • Values Diversity, Equity and Inclusion
Business Results	<ul style="list-style-type: none"> • Delivers Results • Plans and Prioritises • Implements Innovative solutions • Demonstrates agility and effective decision making
Relationships	<ul style="list-style-type: none"> • Communicates effectively • Commits to service excellence • Works collaboratively • Influences and negotiates

Qualifications, Skills and Experience

- Tertiary qualifications in a relevant field or equivalent experience.
- Previous experience in a similar role leading the design and implementation of capability and organisational development initiatives to support strategic objectives.
- Experienced and engaging trainer and facilitator.
- Track record in designing and developing leaders at all levels.
- Proven ability to drive initiatives focused on promoting diversity, inclusion and belonging, showcasing a commitment to nurturing an inclusive and supportive organisational culture.
- Exceptional communication skills, with the ability to build strong relationships across all business levels.
- Strong organisational skills and an adaptable approach, capable of managing competing priorities and meeting deadlines.
- Self-motivated with a keen interest in understanding business drivers and how they inform learning and capability development.
- Sound knowledge of Adult Learning principles.
- Experience working with LMS platforms and utilising metrics to shape programs and initiatives.
- Instructional design experience.