

**ARPC Position Description**

<b>Role Title:</b>	Manager Training and Development		
<b>Function:</b>	People and Culture	<b>Classification broadband:</b>	EL1
<b>Location:</b>	Sydney	<b>Security clearance:</b>	Baseline
<b>Role Reports to</b> (role title):	Head of People and Culture		
<b>Direct Reports</b> (role titles):	Nil		

**Purpose of the role** (Why the role exists; how the role contributes to the ARPC’s strategic objectives)

The purpose of this role is to support ARPC to build capacity to improve individual and organisational performance through the delivery of ARPC’s Training and Development program of work.

**Key Accountabilities** (Key activities, tasks and outcomes to be achieved)

Role model ARPC’s Values and Code of Conduct and capabilities set out in the ARPC’s Capability Framework.

The role is a trusted advisor and expert subject matter expert to HR colleagues, ARPC leaders, and all employees.

**Training and Development**

- Maintain currency of knowledge on training and development provisions from appropriate benchmark sources, including the APSC, insurance sector and other relevant industries.
- Provide advice, guidance and input into strategic training and development plans.
- Provide advice and hands on management in the design and delivery of programs and practices that build a high-performing, future ready and values-led team:
  - Maintain ARPC’s succession plan
  - Complete regular talent reviews (performance Vs potential)
  - Manage the discovery, research and analysis, design and delivery, and evaluation of training and development needs across the ARPC team under the direction of the Head of People and Culture
  - Conduct needs assessments (desk top analysis and facilitation of workshops with ARPC leaders) to determine training and development needs for ARPC team members
  - Define, promote and support the development of critical capabilities across ARPC
  - Identify and incorporate contemporary good practice and lessons learned into program plans
  - Build and maintain positive relationships with a range of suitable external training and development partner organisations
  - Review evaluations of training courses, objectives and accomplishments
  - Establish processes for assessing the effectiveness of training in terms of employee accomplishments and performance (return on investment)
  - Support the broader People and Culture team with scheduling of staff training sessions (including induction)
- Review and propose updates to ARPC’s People and Culture procedures and processes as relevant to training and development, to ensure alignment with the ARPC People and WHS Policies, current legislative, regulatory obligations and contemporary good practice.
- Complete actions in relation to the Employee Engagement Action Plan as applicable to training and development practices.
- Support the broader People and Culture programs of work as applicable to training and development practices.
- Ensure content relevant to training and development provisions available internally to all ARPC team members is appropriately maintained for accuracy.

**Cyclical Performance and Development Process**

- Manage the annual performance and development process, including objective setting as well as mid-year and year-end reviews
- Derive insights into training and development needs through the performance and development process
- Integrate learnings regarding training and development needs into forward looking training and development plans
- Support performance improvement activities as required.

**Other**

- Ensure that Policy, Procedures, and Processes are reviewed as required, including associated risks and controls.
- Actively contribute to planning and continuous improvement, and actively share knowledge and feedback as a member of the team
- Lead and participate in ARPC Corporate projects as and when opportunities arise

**Work Health and Safety**

All members of the People and Culture Team are responsible for developing subject matter expertise in Work Health and Safety and have active roles in the ongoing management of Work Health and Safety to ensure compliance with WHS legislation as enforced by Comcare and SafeWork NSW. The Manager Training and Development role is responsible for:

- ensuring ARPC employees (workers as defined in the WHS Act 2011) have the knowledge and information they need to fulfill their WHS obligations as workers of ARPC.

**Working Relationships** (Key stakeholders, clients, customers, suppliers, providers, consultants, etc.)

**Internal Relationships**

- Build and maintain strong relationships with the ARPC team

**External Relationships**

- Build and maintain strong relationships with vendors and partners

**Regulatory Responsibilities**

**Public Interest Disclosure Act 2013 (PID Act)**

- ARPC Managers may receive disclosures from staff they supervise or manage, and are responsible for providing to an ARPC Authorised Officer (CEO, CFO, COO) as soon as practicable, any information provided to them that concerns disclosable conduct (within the definition of PID Act S.60A).
- ARPC Managers must assist the ARPC CEO (or delegate) and/ or the Commonwealth Ombudsman in the conduct of a PID investigation.
- ARPC staff must assist the ARPC CEO (or delegate) and/ or the Commonwealth Ombudsman in the conduct of a PID investigation.

**Privacy Act 1988**

- ARPC staff must adhere to the Australian Privacy Principles and the ARPC Privacy Policy and report any privacy breaches by any employee or contractor to the Privacy Officer (CFO) and/ or Privacy Champion (COO) as soon as they become aware of them.

**Freedom of Information Act 1982 (FOI Act)**

- ARPC staff are responsible for notifying and supporting the Information Public Scheme (IPS) Team to ensure published website Information is accurate, up-to-date and complete.
- ARPC 'owners' of website content are required to review content on their page(s) at least annually.

**Security**

- Responsible for monitoring their staff (including contractors), resources and functions to ensure security controls are maintained and operate effectively.

- Responsible to ensure that staff (including contractors) are aware of and practice the appropriate security procedures for protecting individuals, official information and other valuable resources.

**Work Health and Safety Act 2011**

- All employees, including senior managers and executives, have duties under WHS Act. These duties include taking reasonable care for our own psychological and physical health and safety and that your actions or omissions do not adversely affect the health and safety of other persons.

**Person specification**

**Qualifications and experience**

**Qualifications** (indicate whether mandatory or desired)

- Completed or working toward tertiary qualification in Human Resources or related field (or equivalent experience) OR AHRI Certified Practitioner of Human Resources (CPHR) *Mandatory*

**Experience** (minimum type and level of experience required to perform the role)

- Considerable experience in similar role gained in a knowledge-based organisation and within a highly regulated environment *Mandatory*
- Knowledge of insurance, reinsurance banking or financial service *Desired*
- Experience in an Australian Public Service agency *Highly Desired*

**Technical Capabilities** (skills, knowledge, technical or specialist capabilities)

- Demonstrated experience in a similar role
- Strong knowledge of the MS Office suite including Word, Powerpoint and Excel
- Excellent written and verbal communication skills
- Excellent analytical skills with the ability to derive simple insights from complex data
- Excellent interpersonal skills with the ability to effectively negotiate and influence
- Ability to build strong relationships with various stakeholders
- Well-developed commercial acumen
- Excellent legislative and regulatory interpretation and application skills
- Natural application of insight, initiative and innovation
- Astute attention to detail
- Ability to work as part of a team and autonomously, as a subject matter expert
- Courteous assertiveness

<b>Authorities</b>	<b>Limits/ Type</b>
Financial Delegations:	As per ARPC Financial Delegations
HR Delegations:	As per ARPC Enterprise Agreement
Declared Incident:	As per ARPC Response Procedure

**Additional requirements**

<b>ARPC Values</b>
<ul style="list-style-type: none"> <li>• Integrity</li> <li>• Respect</li> <li>• Service</li> <li>• Wellbeing</li> </ul>

<b>ARPC Capabilities (Integrated Leadership System)</b>
ARPC Capabilities describe behavioural expectations for all employees, by classification broadband.
<ul style="list-style-type: none"> <li>• Shapes strategic thinking</li> <li>• Achieves results</li> <li>• Supports/cultivates productive working relationships</li> <li>• Exemplifies personal drive and integrity</li> <li>• Communicates with influence</li> </ul>

<b>Prepared by: (Name &amp; Position)</b>	Sonia Talwar Head of People and Culture	<b>Date:</b>	October 2024
<b>Roles up to &amp; incl. EL1 are to be approved by the respective Senior Executive:</b>	Scott Unterrheiner, Chief Financial Officer	<b>Date:</b>	December 2024