

Role Statement

Role title	Learning & Development Consultant	Classification	ASO5
Branch	Super SA	Type of Appointment	Temporary
Section	People, Product & Transformation	Position Number	TBA
Approved by	Chief Executive, Super SA	Date	May 2025

Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.

We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.
We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

Who we are



Talented, Clear Eyed and Curious

We are analytical, evidence based, innovative and creative.



High Performing

We are known for achieving successful and timely outcomes.



Trusted Partner

We work better together. We lead, partner, and collaborate to help solve the big challenges.



Agile

We organise around opportunities critical to our state and are flexible in responding to challenges.



Fulfilled and Fun

We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.

What we are known for

A world class Treasury and Finance.
A high performing agency that seizes opportunities, addresses the big challenges, and is a destination employer providing rewarding careers.

Super SA

For over 120 years, Super SA has been helping members secure their financial future. Super SA is a superannuation fund for South Australian government employees and is a branch of the Department of Treasury and Finance.

Super SA is dedicated to being the most trusted superannuation fund for current and former South Australian public servants. Super SA's long-term success is largely due to the talent and expertise of staff who strive to create an environment that is supportive, safe and secure. The work culture is positive and inclusive, making it a rewarding and enjoyable place to work.

What this role is responsible for

- Performing detailed needs assessments in collaboration with leaders and management to identify skill gaps and training requirements, ensuring the alignment of learning initiatives with strategic goals.
 - Creating and implementing evaluation strategies to measure training effectiveness, including pre and post assessment tools, feedback surveys, and Return on Investment (ROI) analysis, to continuously improve learning outcomes.
 - Managing the Learning Management System (myCareer), including developing course materials, tracking employee progress, and generating reports for stakeholders.
 - Reviewing and updating training materials and methodologies to ensure effectiveness of staff development is consistent with best practice processes.
 - Contributing to strategic leadership and business planning to provide an environment where staff are mapped, challenged and motivated to develop their competence and provided opportunities for professional development.
 - Investigating and evaluating cross-training opportunities for staff via developing and monitoring of task knowledge/responsibility tiers and integrating resultant information into knowledge/skills matrix, including modular technical training packs.
 - Identifying potential risks associated with learning and development and implement action plans to mitigate or eliminate those risks.
 - Applying knowledge of Super SA systems to resource development.
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Who this role reports to

The Learning & Development Consultant reports to the Organisational Capability Development Manager.

Key Relationships/Stakeholders

- Works closely with the Organisational Capability Development Manager & Learning & Development team for the successful delivery of business outcomes.
 - Works collaboratively with Super SA senior management, subject matter experts, project officers, staff and other relevant stakeholders in the development, delivery and evaluation of related learning and development programs.
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Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
- This role requires:
 - National Police Check
 - General Employment Probity Check
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
 - Other:
- Some out of hour's work may be required. Intrastate and interstate travel may be required.
- The incumbent will be required to participate in the Departmental Performance Management Program.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.

Essential Expertise

- Ability to create tailored learning solutions that engage diverse teams, fostering strong connections between our people and organisational goals.
- Proven experience in leading interactive workshops, training sessions, and seminars that keep participants engaged and ensure key learning outcomes are achieved.
- Capability to assess skill gaps and align training programs with performance goals, working closely with stakeholders to address evolving needs.
- Strong knowledge of adult learning principles and instructional design, with practical examples of how you've applied them to develop effective training materials.
- Experience measuring training success using assessment tools, feedback mechanisms, and ROI evaluations to enhance future learning initiatives.
- A track record of managing multiple projects in a fast-paced environment while delivering high-quality outcomes.
- Problem-solving skills with the ability to collaborate on creative solutions that drive continuous learning and improvement.
- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.
- An understanding of and ability to work to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.

Desirable Expertise

- Certificate IV in Workplace Training and Assessment.
- Learning needs analysis
- Coaching qualification
- Experience measuring learning outcomes using Kirkpatrick model