

Learning & Development Co-Ordinator

We are currently seeking the services of an experienced Learning & Development professional to join our highly engaged and dynamic workforce at Peak Gold Mines.

Reporting to the Manager – HSE&T, the Learning & Development Co-ordinator will partner with key stakeholders and assist with the development of a high performing culture through the proactive delivery of organisation wide learning and development initiatives in line with business strategy.

The key responsibilities of this position include:

- Identify organisational learning requirements and design, develop and implement programs to support identified needs
- Support operational training personnel in the development and deployment of learning and development requirements
- Develop reporting to measure and evaluate the effectiveness of strategies and programs
- Establish and maintain partnerships with providers to ensure successful program delivery, including monitoring, evaluation and feedback.
- Coordinate external training requirements for operational areas
- Administer the operation, performance and updating of the compliance (induction and statutory) training programs including the Rapid Induct system and InTuition database

As the successful applicant we require you to have the following range of skills, qualifications and experience:

- Excellent interpersonal and communication skills at all levels of an organisation
- Understanding of learning styles and adult learning principles
- Ability to influence and challenge the status quo
- Ability to champion continuous improvement in the L&D area
- 4+ years of experience in both operational training and senior L&D roles
- Involvement in RTO or training consultancy
- Exposure to online learning implementation
- Experience in design of L&D programs for varying levels
- Diploma, Tertiary or Post Graduate qualification in Training & Development
- Certificate IV in Training & Assessment

An attractive remuneration package, commensurate with your qualifications and experience will apply.

If you believe you have the ability to build trust, share a vision, focus on the right tasks, and maintain alignment with the goals of a values driven organisation, then please forward a cover letter and a current resume via email to recruitment@newgold.com .

Should you wish to discuss this role in greater detail, or require more information please contact Sue Ham – HR Superintendent on (02) 6830 2248.

Applications close Friday 10 September 2010.