



# Learning Consultant

**Location:** Canberra  
**Position:** Learning Consultant  
**Reports to:** CEO / General Manager

## Why work for Wisdom?

We believe in the power of learning to help our clients build their capability to solve their own problems and achieve their goals at an organisational and individual level. Our team of learning and development professionals and training programs have assisted clients in almost every sector of our economy including business services, government, real estate, retail, regulation and law enforcement, compliance, aged care, health, education, science, infrastructure, building and construction, tourism and hospitality.

## What we are looking for

We are looking for Learning Consultants with AGSVA Security clearances who can undertake work with our partner agencies to undertake the following work:

- Conduct audits of existing learning offerings
- Undertake Learning Needs Analysis as required
- Identify innovative learning solutions to fill training gaps
- Facilitate stakeholder consultation and collaboration
- Design training to meet the audience and business needs
- Provide accurate and detailed reporting of activity progress
- Manage relationships with the partner agency and client.

## Essential:

The successful candidate will have the ability to:

1. Analyse learning material and identify opportunities to improve the learner experience
2. Design quality learning experiences which achieve clients' business outcomes and ensure the quality of customer experience
3. Develop, manage and maintain client relationships
4. Design learning products and develop learning products and services aligned to client requirements and to Wisdom's standards
5. Manage and complete Wisdom work using Wisdom's IT Systems and client systems as required.

6. Meet agreed Wisdom project performance targets of quality, timeliness and cost/price
7. Navigate the Government environment and hierarchy to build and maintain stakeholder relationships and achieve objectives.
8. Ability to hold and maintain an AGSVA Security Clearance and other department or agency specific clearance requirements.
9. Apply the Wisdom values of Professionalism, Respect, Honesty, Innovation and Humility by:
  - Setting and maintaining high standards of work and customer service
  - Demonstrating respect for all through professional communication, supportive teamwork and consideration of others
  - Communicating and acting honestly, owning your mistakes and speaking up when needed
  - Suggesting new ideas to improve our service, workplace, team or operations
  - Continually seeking to learn and improve, always retaining the focus on our customers whilst continually improving.

## Desirable:

- High-level organisation skills
- Ability to work autonomously and as part of a team.
- Hold the TAE40116 - Certificate IV in Training and Assessment
- Experience in IT Projects and/or user experience testing
- Canberra based