

Town of Cambridge

Applicant Information Pack

Training and Skills Development Officer

Thank you for your interest in working with the Town of Cambridge. This document will help you prepare and submit a job application and includes information about the recruitment and selection process.



ABOUT THE TOWN OF CAMBRIDGE

The Town of Cambridge is located 8 kilometres west of the Perth CBD in the prosperous western suburbs. It stretches from the inner city to the Indian Ocean, providing residents and visitors all the buzz and energy of the city; the tree-lined streets of suburbia and the beauty and recreation of coastal living.

The Town includes the suburbs of West Leederville, Wembley, Floreat and City Beach as well as small parts of Jolimont, Mt Claremont, Subiaco, and Wembley Downs. The Town boasts more than 50 parks, gardens, playgrounds, and recreation areas, including the popular City Beach and Galup precincts, Perry Lakes, Bold Park, and the Quarry Amphitheatre, providing residents with ample opportunities to get out, get active and connect with each other.



WORKING FOR THE TOWN

Work / Life Balance

4.4 weeks annual leave per year (pro-rata), 5 weeks after 2 years of service (pro-rata).

Healthy Lifestyle

Free skin screening and vaccinations.

Access to the Towns Fitness Passport program.

Free entry to Bold Park Aquatic Centre.

Attractive Superannuation

Opportunity for an additional super match of up to 5%, in accordance with the Town's policies.

Study Assistance Program

Study leave and financial assistance is available to employees undertaking work related study.

Other Benefits Include

Training opportunities - Free car parking - Reward and Recognition Scheme - Subsidised corporate uniform - 13 weeks Long Service Leave after 10 years' service in Local Government, pro rata long service leave is available after 7 years' service.



ADVERTISEMENT
TRAINING AND SKILLS DEVELOPMENT OFFICER

The Role

Join our People & Culture team and play a key role in developing a skilled, engaged and future-focused workforce. The Training and Skills Development Officer coordinates and delivers organisational learning and capability development initiatives that support the Town's strategic objectives.

You will administer and continuously improve the Town's learning and performance management systems, coordinating training programs and supporting capability analysis and development, succession planning, and workforce reporting. Working collaboratively with leaders and the People and Culture team, you will design, implement and evaluate workforce capability and skills development initiatives that enhance employee performance and organisational outcomes.

The position also liaises with external training providers, industry networks and local government professionals to identify contemporary practices and support continuous improvement in learning, engagement, culture and wellbeing.

Application Details

- Part-time, 60.8 hours per fortnight.
- Salary ranging from $97,343 to $108,162 per annum (pro-rata), plus superannuation.

Apply

Applications can be submitted online and require you to upload a current resume as part of the application process (please see next page for more information). Click on the 'Apply Online' button to apply.

Should you require any further information regarding this position please contact Jasper Silver, Manager People and Culture, for a confidential discussion on (08) 9285 3110.

Closing date: **5pm on Monday, 30 November 2026**; interviews may be conducted with suitable candidates prior to the closing date. Therefore, the Town reserves the right to close applications prior to the aforementioned date.



ROLE SUMMARY

Key Responsibilities

- Coordinate and provide project and program support for organisational training and development activities as directed by the Manager People and Culture.
- Develop, implement and maintain an organisational skills and capability framework to support workforce planning, skills gap analysis, succession planning and talent development.
- Assist in the development and implementation of workforce planning initiatives, including critical role identification, succession planning and future capability requirements.
- Design, develop, source, coordinate and deliver learning and capability development programs, including face-to-face, virtual and e-learning solutions.
- Develop training resources, learner guides, communication materials and promotional campaigns to support organisational learning initiatives.
- Administer, maintain and continuously improve the Town's Learning Management System (LMS) and performance management systems, ensuring information remains current, accurate and fit for purpose.
- Monitor participation, completion rates and organisational capability outcomes, and prepare reports, analyses and recommendations to support continuous improvement.
- Undertake research and analysis of workforce data, emerging trends, employee feedback, and conduct targeted evaluations to inform capability development programs, projects and policy development.
- Contribute to the development, implementation and review of People and Culture policies, procedures and practices relating to learning, workforce capability and organisational development.
- Identify emerging workforce capability issues and trends and prepare recommendations, reports and briefings for the Town’s leadership team as required.
- Support the development and implementation of employee engagement, organisational culture and cross-functional collaboration initiatives in partnership with leaders and employees across the organisation.
- Develop and maintain productive relationships with key stakeholders to support positive organisational outcomes and foster a culture of learning and continuous improvement.
- Work collaboratively across the People and Culture team and contribute positively to team objectives, shared outcomes and organisational priorities.

Selection Criteria

- Demonstrated experience in a learning and development, organisational development or related role, autonomously developing initiatives that leverage knowledge of contemporary approaches and trends.
- Experience designing, coordinating and evaluating learning and capability development programs.
- Demonstrated experience supporting workforce planning, succession planning, capability development or organisational improvement initiatives.
- Well-developed analytical, research and problem-solving skills, including the ability to interpret data and provide meaningful recommendations.
- Highly developed interpersonal, communication and stakeholder engagement skills, including the ability to communicate effectively with diverse audiences, and present training.
- Demonstrated ability to prepare reports, correspondence, presentations and other professional documentation.

- Proven ability to organise and prioritise competing work demands while maintaining a high level of accuracy and attention to detail.
- Experience administering and utilising learning management systems, HR information systems or business systems to improve organisational outcomes and reporting.
- Demonstrated ability to work independently and collaboratively within a team environment. Experience working within Local Government or the public sector is desirable.

Eligibility Requirements

- Tertiary qualification in Human Resources, Organisational Development, Learning and Development, Business, Psychology or a related discipline; and/or substantial demonstrated experience in a similar role.
- National Police Clearance (no older than 3 months).
- Australian working rights.



WHAT IS THE SELECTION PROCESS FOR THIS POSITION?

The selection process is designed to assess your skills, knowledge and experience for the position. This will be undertaken online and accordingly it is important for you to please use *Chrome, Firefox, Safari, Internet Explorer 8 or newer to complete the tests.* ***Please do not use your mobile phone***:

Applicants will be directed to an online platform where you will be asked to do the following:

1. Complete an application form and upload a resume. Please note that the Town of Cambridge *does not* require applicants to submit a cover letter; however, if you wish to upload a cover letter it should be combined with your resume prior to uploading.
2. Applicants will be asked to answer 4 questions in response to the requirements of the role, these questions are:
    - In your own words, what is the purpose of a skills matrix? What information should be captured and what workforce decisions should it inform to support strategic corporate goals?
    - Describe a time you have designed, developed and implemented an organisational capability program? How did you identify the need, approach its development and evaluate its effectiveness.
    - How do you design or assess training programs to ensure they are accessible and relevant to the projected audience? What elements need to be considered to adapt an existing program to different learning styles, differing previous educational attainment and neurodiversity?
    - How would you determine whether a particular training need should be addressed in-house or through an external provider? What factors would inform your approach?

Shortlisted applicants will be invited to attend a face-to-face interview with the selection panel. Following the interview process, preferred candidates may be required to undergo further testing.

Reference checking will be undertaken at the completion of all assessment to validate the preferred applicant's claims for the position.

Should you wish to find out more information on the Town of Cambridge please visit our website https://www.cambridge.wa.gov.au/Home

The Town is an inclusive employer and accordingly if you have a disability or condition that limits your ability to complete the online application process before the closing date please contact the HR team on (08) 9347 6012 to discuss an alternative lodgement method or reasonable adjustments to be made to the process.

IF YOU HAVE TECHNICAL ISSUES

You will need a reliable internet connection to complete the test. You can access some information from the below link to help you prepare for the testing process. https://www.criteriacorp.com/resources/candidates.php

When you first log in you will be asked to write down an Event ID. This is an important step as if you experience an internet connection issue and need to restart your assessment you will go to: **www.oda1.com** and enter the Event ID.

Ongoing technical issues please email help@criteriacorp.com; you will receive a response within 1 business day.

EQUAL EMPLOYMENT OPPORTUNITY

The Town values diversity and strives to create an inclusive and equitable workplace, ensuring all team members are treated with respect and fairness. We are committed to cultivating a workforce that reflects the diverse makeup of our community, considering various factors. Our dedication extends to ensuring our recruitment processes are fair, equitable, and accessible, and we encourage individuals who may require any accommodations to participate fully in our recruitment experience to reach out to our People and Culture team (08) 9347 6000.

WEBSITE:

The Town maintains a website www.cambridge.wa.gov.au which contains substantial information.

The TOWN'S VALUES:

In everything we do we seek to adhere to a set of values that guides our attitudes and behaviours.

Respect - We will acknowledge an individuals' uniqueness and will treat them in a dignified and positive manner.

Integrity - We will act responsibly, place trust in each other and will be accountable for our actions.

Creativity - We can improve the way we do business by challenging the status quo.

Friendly and Helpful - We value our community members and will assist them in the best way we can.

Teamwork - We believe teamwork is essential for improving our services and achieving our goals.

