

Position Description

Position Title	Product Development Specialist (Governance)
Portfolio	Member Services
Reports To	Training Services Manager
Employment Type	Permanent Part Time, 0.6 FTE, 22.8 hours per week
Location	West Leederville

Team Overview

This position sits within the Training team which is responsible for providing professional Learning and Development Services to Local Government Elected Members and Officers. The WALGA Training Service is a Registered Training Organisation offering accredited training programs and non-accredited short courses.

Position Purpose

The Product Development Specialist (Governance) is responsible for developing and maintaining quality learning content for Elected Member and Local Government Officer training programs, to ensure legislative text is kept up to date and changes are implemented in a timely manner. The position also provides guidance on Local Government legislative and regulatory reform.

Key Accountabilities

Content Creation and Maintenance	<ul style="list-style-type: none"> • Develop and maintain training materials for Elected Member and Officer courses as per agreed schedule. • Provide subject matter expertise with a specific focus on legislative text relevant to Local Government in WA and how it applies to the course topic. • Quality check commissioned work from external contractors to ensure course development from third parties are of a high standard.
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	<ul style="list-style-type: none"> Contribute to developing Nationally Recognised Training (NRT) assessments.
Industry Engagement	<ul style="list-style-type: none"> Remain current, up to date and informed on Local Government industry issues and trends, changing regulation and legislation and how they impact on Elected Members, Officers and CEO's. Keep involved in Industry Advisory Groups, establish a network at industry forums and WALGA events and interact with other specialist trainers at WALGA facilitated Trainer/Assessor meetings.
Local Government Legislative Reform	<ul style="list-style-type: none"> Provide assistance on Local Government legislative reform when required in liaison with the Training Services Manager and the Manager Governance and Procurement. including reviewing legislative and regulatory proposals and providing feedback. Liaise with relevant Government departments/agencies regarding proposals for legislative amendment and improved governance strategies that support members and their communities.

Key Relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> Escalate workflow issues in a timely manner Make suggestions for continuous improvement Provide regular updates on project timelines
Training Administration Team	<ul style="list-style-type: none"> Engage with the WALGA Training Team and seek support in regard to formatting and finalising records as per the agreed schedule
Governance and Procurement Team	<ul style="list-style-type: none"> Engage with the WALGA Governance & Procurement team on the latest legislative and regulatory provisions of relating to Local Government in WA.
External Stakeholders	<ul style="list-style-type: none"> Maintain high standards of effective communication with internal and external stakeholder to ensure the quality of product designed.
External	



Stakeholders	<ul style="list-style-type: none">• Maintain high standards of effective communication with internal and external stakeholder to ensure the quality of product designed.
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Key Competencies

Knowledge and Experience	<ul style="list-style-type: none">• Demonstrated understanding of the Local Government Act's legislative and regulatory impact on the functions, operations and compliance responsibilities of Local Governments (<i>Essential</i>)• Thorough knowledge of the role of Local, State and Federal spheres of government (<i>Essential</i>)• Demonstrated experience in researching and developing legislation and regulation (<i>Essential</i>)• Knowledge of associated risk and common non compliance in the LG sector.• Experience in developing training content for Elected Members or Officers. (<i>Desirable</i>)• Basic understanding of Adult Learning principles and how they apply in developing learning content.• Certificate IV in Training and Assessment (<i>Desirable</i>)
Skills	<ul style="list-style-type: none">• Team oriented with highly developed communication skills (written and verbal). Excellent interpersonal skills with a broad range of people and the ability to influence stakeholders• Excellent record-keeping and documentation skills.• Self-directed and highly motivated with the ability to problem solve, multitask and meeting agreed deadlines.• Demonstrate proficiency In keeping up to date with legislative changes Impacting learning content.



Behaviours	<ul style="list-style-type: none">• Sets a tone of integrity and professionalism within WALGA and in dealings external to WALGA.• Promotes a collaborative and inclusive work culture and balances the success of the organisation with individual and team goals.• Cultivates a culture of continuous learning, personal growth, and professional excellence.• Builds resilience across diverse, uncertain, and ambiguous contexts.• Delivers on own commitments and accountabilities.• Encourages collaboration and fosters a sense of ownership and accountability among team members.• Accepts and tackles challenging goals with drive and commitment.• Supports a culture of continuous improvement and fosters innovation in service delivery.• Shows an awareness of the principles of Workplace Health & Safety and applies them by taking care and being alert about issues in the workplace
Values	<ul style="list-style-type: none">• Ability to demonstrate and apply WALGA's values.<ul style="list-style-type: none">○ Respect: We treat everyone with honesty, integrity, and respect.○ Excellence: We are a professional organisation, delivering positive impact for members and community.○ Accountable: We take responsibility and work openly and transparently to earn the trust of our stakeholders.○ Collaborative: We leverage strong relationships and partnerships.○ Innovative: We constantly strive to improve, innovate, and adapt.