

Regional Council Portfolio Lead – Learning and Development

Position Description

Position title	Portfolio Lead – Learning and Development
Location	n/a
Reports to	Regional Council Chair
Date	1 January 2024

About the Regionalisation Pilot

The Regionalisation Pilot Vision is “to significantly increase the reach and impact of Rotary and Rotaract in Australia, New Zealand and the Pacific Islands.” Through this new model we seek to:

- Provide greater consistency and continuity of strategy across the zone.
- Enable a single point of contact for external parties seeking partnerships.
- Build a stronger, unified Rotary image and brand across the region.
- Improve efficiency to reduce duplication and costs to members and indeed to RI.
- Create attractive and diverse leadership and development opportunities.

Taken together, a new Governance approach will ensure we are able to provide greater support to clubs and members – to meet the goals of Rotary’s action plan, whilst providing more meaningful and rewarding club experiences for members.

Position objective

A key objective of the Regionalisation Pilot Project is to deliver training in a collaborative, consistent and efficient way across Zone 8, ensuring the quality of training remains high and that existing roles such as Club officers have a smooth roll out, while also expanding opportunities for learning, including the development of training for the Regional Council and associated roles.

The Regional Council Portfolio Lead for Learning and Development has the responsibility to:

- Lead the development of training and leadership formation pathways, platforms and content;
- Promote and monitor take-up and engagement in training and leadership formation pathways, platform and content;
- Support the provision of generic learning and development resources (including funding) within Zone 8.

The Portfolio Lead must understand the diverse range of cultures and communities across the Zone, and to ensure Regional Council strategies and programs recognise and embrace these differences.

The Portfolio Lead will be assisted by a Portfolio Committee which will develop projects and programs for presentation to the Regional Council, and will assist with the development of programs and training across the region.

The Portfolio lead will undertake monitoring to ensure Rotary leadership and development programs and strategies are consistent and aligned to the Regional Council’s vision and RI’s

requirements.

The Portfolio Lead may be required to represent the Regional Council at Public Events.

The Portfolio Lead will ensure Rotary & Rotaract Clubs in Zone 8 are well educated and knowledgeable about the nature and range of objectives and programs for Learning and Development across the region.

The Portfolio Lead will also ensure that the collective voices of those managing Learning and Development are communicated to and considered by the Regional Council.

Key Responsibilities

1. Work with the Learning and Development team and with Rotary and Rotaract communities to identify and develop opportunities for promoting learning and development in the Zone.
2. Liaise with the RI Learning and Development team to ensure Rotary International's (RI) training and leadership formation pathways, platforms and content are utilised appropriately within Zone 8
3. Build a collaborative Learning and Development team across Zone 8;
4. Promote Learning and Development programs and opportunities across Zone 8.
5. Provide the Regional Council with accurate, reliable, and timely data to enable Council members to make sound policy and financial decisions.
6. Manage and report on the financial aspects of Learning and Development, as agreed in a timely manner ensuring compliance and reporting requirements are completed on time as per Rotary International guidelines adhering to all agreed RI Policies.
7. Provide guidance and support to all operational and volunteer teams within Zone 8 on Learning and Development strategies and programs.

Person specification

A Rotarian or Rotaractor from a club in zone 8 in good standing, with high levels of ethics and integrity.

Be eligible for appointment as a Company Director under Australian Corporations law.

Experience:

Expertise and experience or a relevant background to lead the development and implementation of strategic plans and programs to promote and improve Leadership, Learning and Development across Zone 8.

Demonstrates extensive relationship skills and experience that will facilitate effective working relationships with Rotarians, Rotaractors and external partners at all levels across the Zone.

Can identify key areas requiring change and recommend sustainable solutions.

Experience in reviewing programs and identifying new opportunities for broader engagement

Understanding of the role of the Regional Council, and the relationship between the Regional Council and the Portfolio Lead's area of responsibility.

Skills

Excellent leadership skills.

Well-developed people skills, embracing collaboration and teamwork to build diverse and inclusive environments, value different perspectives, and leverage the strengths of a diverse group, and with the ability to manage conflict resolution.

Excellent communication skills, both written and oral.

Proven ability to plan, develop, implement, and evaluate strategic objectives including risk management and uncertainties.

Ability to achieve meaningful change and foster inclusivity and success.

Exhibits a positive and proactive attitude – is flexible and action focused.

Appreciation of the issues and challenges likely to be faced by Rotary across Zone 8, including the many cultural and linguistic communities in the Zone 8 Region

Qualifications

Relevant experience that clearly demonstrates the ability to engage, develop, and deliver strategies and programs for effective Learning and Development.

Selection Criteria & Application: Portfolio Lead –Learning and Development

Your Application

It is important that within your application you highlight how you meet the selection criteria and how your experience and skillset would enhance you as an applicant for the role described in the Position Description. In addressing the criteria:

- Give examples where as a director / committee member you have led initiatives that shows effective, innovative, and inspirational leadership.
- Describe your capacity to meet the needs of the role working alongside others in collaboration, as a leader and as a peer.

Please also provide a background CV with relevant educational and professional experience.

Your Role and Experience

- As a Rotarian or Rotaractor you have been within Rotary for no less than 4 years and are supported by your Club President as a member of good standing.
- You have a willingness to serve in a voluntary capacity as Portfolio Lead –Learning and development and events for two years and with the opportunity to stand for election within the role for a further two years.
- You have held a board/committee position at Club or District level.

Your Abilities

- You are able to lead and influence a group of volunteers to achieve the direction and outcomes in Learning and Development agreed for Zone 8, its Clubs, and Stakeholders.
- You have skills or experience from your business or professional background that enhance your ability to achieve the outcomes of this role.

You can Successfully

- Lead the development of training and leadership formation pathways, platforms and content in Zone 8, promote these and monitor up take
- Ensure Rotary & Rotaract Clubs in Zone 8 are well educated and knowledgeable about the Regional Council's goals
- Develop and ensure effective delivery of strategies and programs for Learning and Development across the zone.
- Support the management of resources (including budgeting) as required