

## LES Position Description

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|---------------------------|------------------------------------------------|
| <b>AGENCY</b>             | Australian Federal Police (AFP)                |
| <b>POSITION NUMBER</b>    | DL4008                                         |
| <b>POSITION TITLE</b>     | Learning and Development Manager               |
| <b>CLASSIFICATION</b>     | LE5                                            |
| <b>SECTION</b>            | Timor-Leste Police Development Program (TLPDP) |
| <b>REPORTS TO (TITLE)</b> | Training Advisor TLPDP                         |

### About the Australian Federal Police

The Australian Federal Police (AFP) enforces Australian Commonwealth criminal law and protects Commonwealth and national interests from crime both within Australia and overseas. The AFP also provides assistance offshore in fields ranging from stability and peacekeeping to capacity building missions dependent upon the needs and requests of the host Nation.

### About The Timor-Leste Police Development Program (TLPDP)

The TLPDP is a joint initiative of the governments of Timor-Leste and Australia to support National Police of Timor-Leste (PNTL) and Scientific Police of Criminal Investigations (PCIC) goals the delivery of professional police services that contributes to a peaceful, stable and secure nation.

TLPDP has the role of establishing a policing capability where the governance, values, and operational characteristics of the support and increasingly strengthen the rule of law in an evolving democracy. The TLPDP does not have executive policing powers in Timor-Leste.

### About the position

Under limited direction, the Learning and Development Manager will play a key role in supporting the planning, development, delivery and maintenance of training courses and materials on topics as determined by the TLPDP. The role will provide input into co-ordinating work within the training area and providing specialist advice on issues and responses. The Learning and Development Manager will assist in the development of other LES and provide language and administration assistance to TLPDP members as required.

### Key responsibilities of the position include but are not limited to:

- Lead the design, development, implementation and continuous improvement of English training packages, curriculum frameworks and learning materials, ensuring alignment with relevant guidelines and promoting the integration of cross-cutting priorities, including gender equality and disability inclusion, across training initiatives
- Deliver training programs, facilitate workshops and assess participant progress, adapting learning approaches to meet diverse capability and learning needs.
- Effective planning, coordination and evaluation of training activities, balancing competing priorities and ensuring the effective delivery of program objectives.
- Provide specialist advice and recommendations on training strategies, learning methodologies and capacity development initiatives, contributing to the achievement of longer-term program outcomes.
- Building, strengthening and maintaining relationships with key stakeholders, acting as a liaison point for enquiries, issues and advice.

- Representing TLPDP in training courses, meetings and events as required, promoting program objectives and providing authoritative advice on training-related matters.
- Interpret and translate concepts, policies, legislation and technical information between English, Tetun and to support program delivery, stakeholder engagement and decision-making.
- Guide and mentor LES employees and training participants, building capability, sharing knowledge

**Required Qualifications/Experience/Knowledge/Skills -**

- Qualifications, knowledge and/or experience in areas relevant to curriculum and training delivery
- Experience in delivering English language training
- Advanced written and spoken English and Tetun skills
- Written and spoken Portuguese skills - Desirable
- Experience working with key TLPDP stakeholders
- Excellent interpersonal skills, including the ability to maintain respectful and productive working relationships with a variety of individuals and organisations, and to work collaboratively to achieve results
- Ability to work independently with sound judgement and under general direction
- Ability to work in a team and contribute to enhancing team capacity through collaboration
- Demonstrated competence with Microsoft Office computer applications
- Personal attributes that include integrity, adaptability and resilience, a strong work ethic and personal drive
- Ability to prioritise work, meet task deadlines and produce accurate work