



Learning and Capability Lead

The opportunity

Your work will shape how leaders grow, how teams perform, and how our organisation prepares for the future.

As our Learning and Capability Lead, you'll lead a high-performing Capability team within the People and Culture Division and play a key role in building workforce capability across Wollongong City Council. Working closely with leaders across the organisation, you'll influence strategic decisions, develop leadership and workforce capability programs, and create learning experiences that enable our people to thrive.

This role combines strategic thinking with hands-on leadership. You'll partner with Senior Leaders, managers and employees to identify organisational capability needs, design practical solutions, evaluate outcomes and ensure capability investments deliver meaningful organisational results.

You'll lead a small team of experienced capability professionals, support a diverse range of stakeholders across Council and help deliver initiatives that directly contribute to creating an extraordinary Wollongong.

If you enjoy influencing organisational outcomes, building leadership capability, mentoring teams and turning ideas into meaningful results, this opportunity offers the chance to make a lasting impact across a large and complex organisation.

This is a Permanent full-time position. Salary from \$112,228 up to \$130,245 per annum plus superannuation (salary package will be assessed based on skills, experience and qualifications).

Interested?

Click on 'Apply' to complete your online application.

You will be prompted through the application to answer the selection criteria as outlined overleaf.

Contact Lesley-Ann Ryan, Talent and Capability Manager, on (02) 4227 7076 for questions related to the job.

For questions related to submitting your application online, our recruitment process or you require adjustments in the recruitment process, please contact the Talent Acquisition Team on (02) 4227 7065.

Applications close 11:59pm, Sunday 16 August 2026.

Internally this position is known as Capability Lead

How you'll make a difference

You'll help build a capable, future-ready workforce by:

- Leading Council's capability strategy, leadership development programs and workforce capability initiatives.
- Partnering with leaders to identify capability needs and deliver practical, high-impact solutions.
- Leading and developing a high-performing Capability team.
- Using data and insights to evaluate programs, inform decisions and drive continuous improvement.
- Managing capability investments to maximise value and organisational outcomes.
- Driving learning, leadership and career development opportunities that help our people thrive.

About you

You are an experienced capability, learning and development, or organisational development professional who enjoys helping people and organisations perform at their best.

You bring experience leading teams and delivering capability, leadership or workforce development initiatives within a corporate, government or similarly complex environment. You combine strategic thinking with practical delivery and build trusted relationships that influence positive outcomes.

You will bring:

- Tertiary qualifications in Human Resources, Learning and Development, Organisational Development, Psychology, Education or a related discipline, and/or significant relevant experience.
- Experience leading and developing high-performing teams.
- Strong stakeholder engagement, influencing and consulting skills.
- Expertise in leadership development, organisational capability and adult learning principles.
- The ability to analyse data, identify capability needs and translate them into practical solutions.
- Experience evaluating learning programs and measuring organisational impact.
- Experience managing budgets, priorities and competing business needs.
- Experience working with Learning Management Systems and learning technologies.
- Certificate IV in Training and Assessment or willingness to obtain.
- A commitment to Council's values of Respect, Integrity, OneTeam, Sustainability and Courage.

This opportunity will suit someone who enjoys creating lasting organisational impact through leadership, learning and capability development.



2025 Winner
AHRI Awards:
Best Employee
Experience
Strategy



2025 Highly Commended
NSW Local Government
Excellence Awards:
Organisational Diversity
& Inclusion



Veterans
Employment
Program



Committed
to Core
Inclusion



Selection Criteria

Wollongong City Council uses a merit-based recruitment process.

To support the panel in assessing your suitability, please respond to the criterion in detail. Your responses should clearly demonstrate how you meet each requirement, using specific examples that highlight your relevant skills, experience, knowledge, and attributes.

Please ensure your answers are authentic and reflect your own experiences. Responses generated by AI or copied from generic sources are discouraged, as they do not provide the depth or relevance needed for effective assessment.

We also encourage you to reflect on how your approach and values align with Wollongong City Council's core values: Respect, Integrity, One Team, Sustainability, and Courage.

The more detail you provide, the better equipped the panel will be to understand your capabilities and alignment with the role and our organisation.

1. Outline:

- Your tertiary qualifications in Human Resources, Learning and Development, Organisational Development, Psychology, Education or a related discipline, **and/or**
 - Your significant relevant professional experience in organisational capability, learning and development or organisational development. *Include your role and responsibilities.*
2. Describe your experience leading a team responsible for capability, learning, organisational development or workforce initiatives. Outline your role and the size of team you led.
 3. Provide an example of an organisational capability or leadership development initiative you designed and implemented to address a strategic organisational need. Describe how you identified the requirement, engaged stakeholders and measured success.
 4. Provide an example of how you managed capability or learning budgets, monitored expenditure and made investment decisions to maximise organisational outcomes and return on investment.



Why you'll love working here

We're values based, and purpose-led

We care about our community and aim to create an extraordinary Wollongong. This is achieved by working toward the goals in the Our Wollongong Our Future Community Strategic Plan 2035. Our work is guided by our values of Courage, Integrity, Respect, Sustainable and One Team.

Make a difference in your community

You'll be part of a team that makes a positive impact through the services they provide, the infrastructure they build and the community they create.

Be your authentic self

Our strength is the diversity of our people. Council is an inclusive workplace where everyone is welcome, valued and belongs.

Grow capability and opportunity

We'll invest in you to develop the next generation of leaders who'll deliver services, projects and infrastructure that can only be found in large complex organisations.

Create local and industry connections

As part of a large and complex Council in a major city, you'll establish networks with a range of Local Government Industry peers, bodies, associations and organisations.

Career growth and recognition

Reward and recognition, corporate learning opportunities, study assistance, and leadership development programs to help you grow and succeed.

True work-life balance

We know you work hard, and we make sure that effort is rewarded with real flexibility. Our hybrid work options, flex-time, and rostered days off mean you can maintain balance with family and enjoying our coastal lifestyle, while delivering great outcomes for community.

Great working conditions

Enjoy a 35-hour work week.

Generous leave provisions

Five weeks of annual leave per year (pro rata) and access to long service leave after just five years.

Health, safety, and wellbeing

We prioritise a safe workplace for everyone, every day, everywhere. Our wellbeing programs support mental, physical and social wellbeing of our people to be at their best and include an Employee Assistance Program, skin and hearing checks and discounted gym memberships.

A vibrant social culture

We have a thriving Social Club hosting a range of fun activities year-round from trivia to happy hour events, themed nights and more. There's a dedicated social space with table tennis, pool table and shared break out areas.



Next steps

How to apply

Click apply and submit your up-to-date resume and answer the selection criteria questions.

Your application will be assessed following the conclusion of the advertising period.

We will keep you informed during the recruitment process to:

- Advise you of your progress through each stage;
- Explain assessments that you need to complete;
- Notify you of the outcome of your application by email or phone, and
- Provide you with feedback on your request.

For assistance in submitting your application, please contact the Talent Acquisition Team on (02) 4227 7065.

More information

- We encourage applications from everyone regardless of gender, age, ethnicity, cultural background, faith, disability or gender identity. People with disability are encouraged to reach out so they can be supported to access adjustments in recruitment processes and in the workplace, to enable them to demonstrate their skills and capabilities to meet the requirements of the job.
- Wollongong Council adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people in the community.
- Suitable candidates may be placed on an eligibility list for future opportunities in the team, which may include full time, part time, temporary and or casual.
- Suitable candidates are subject to employment screening which includes reference checks, Identity and Medical History Checks, and may also include a Nationally Coordinated Criminal History Check and Working with Children Check. Employment is subject to clearance of all these checks.

