



Learning & Development Advisor

People & Capability

Reports to: Organisation & Capability Development Lead

Location: Laings Road

Date: September 2026

Purpose of the role:

We want to nurture a learning and development culture that motivates and empowers our people to engage in learning opportunities that support them to be and do their best.

You play an important part in this – your role will coordinate, develop and deliver impactful and effective learning solutions to enhance organisational capability and performance, and enable our people to achieve success and thrive.

Our purpose

Ko tō tātou he wāhi whai hua ki hōna tāngata - Our city where everyone thrives

At Hutt City Council we are committed to working together to create a connected, resilient and inclusive city of Lower Hutt Te Awakairangi, where all our people thrive.

As connectors, creators and leaders, we are supporting our neighbourhoods to become the architects of their future. Knowing that the work you do is meaningful and making a difference for generations to come is a great feeling.

Hutt City Council is a place you'll feel proud to be part of.

Our values



Manaakitanga *Show you care*

We are helpful, compassionate, do good and willingly give our attention.



Kotahitanga *Be Connected*

We seek and appreciate different perspectives, communicate effectively, share our knowledge and skills, and make valuable contributions that our colleagues appreciate.



Rangatiratanga *Have Courage*

We are ambitious, we explore new things, we do the right thing even if it's hard and we deal with issues directly and positively.

Our core capabilities

Our Capability Framework provides a common understanding of the capabilities, behaviours and ways of working needed to contribute to council's success. Our core capabilities are;

Toa Taumata Rau

Work as One Council

He Tātai Muka

People & Performance Focus

He Rangi tā Matawhānui

Open & Adaptable

Te Ringa Tōhau Nui

Business sense

Kāpuia Te Kākaho

Customer & Community Focus

Te Pae Tawhiti

Future Aware

Within each capability are the skills, knowledge, and behaviours that are expected to be demonstrated, depending on the level of the role.

You can find the full capability framework at careers.huttcity.govt.nz/home

The level of capability required for this role is:



Foundational



Intermediate



Advanced

About the role

Learning & Development Programme	Oversee delivery of the council-wide L&D programme, ensuring it aligns with organisational priorities. Contribute to the development and implementation of L&D frameworks, including policy, systems, processes and reporting. Source and develop learning opportunities, resources and solutions that build leader and staff capability across Council. Partner with external providers and stakeholders to deliver quality learning solutions on time and within budget. Provide responsive, customer-focused L&D advice, guidance and support that adds value. Monitor the effectiveness of L&D solutions, including capability frameworks, and identify opportunities for continuous improvement.
Learning & Development Coordination	Plan and manage L&D activity logistics and administration, including: • Coordinating training bookings and participant information • Liaising with internal and external facilitators • Booking venues and catering, where required • Coordinating communications to promote learning opportunities • Managing the learning inbox as the first point of contact for L&D enquiries, providing guidance as needed • Coordinating feedback from training sessions • Maintaining learning and development records
Design & Development of learning solutions	Contribute to the HCC Organisational & Capability Development Plan. Develop, curate and maintain engaging eLearning content and pathways in Council's eLearning system, supporting its continued growth as a key learning solution. Use tools such as Chameleon and design software, including Adobe Illustrator, to create custom eLearning solutions, images, graphics and visual assets. Apply a customer-centred design approach to create impactful learning solutions, including: • identifying learning needs through needs analysis • developing learning objectives

	• collaborating with stakeholders and subject matter experts • sequencing content into logical learning pathways • designing engaging, on-brand learning materials • overseeing quality control of externally developed content • evaluating learning effectiveness against objectives.
Facilitation and delivery	Lead Council induction as a key part of onboarding, ensuring a positive new starter experience. This includes: • Coordinating activities flexibly and adapting to change • Engaging the Corporate Leadership Team, Mayor and other speakers • Working with Te Tira Māori to support a Te Ao Māori approach • Delivering content confidently, with energy and enthusiasm Facilitate other learning opportunities e.g. webinars, workshops and face-to-face sessions as needed.
Continuous Improvement	Keep up to date on learning and capability trends and practices. Develop innovative approaches to build people capability and maximise value for investment. Champion innovative thinking and stay ahead of best practice and new delivery methods. Ensure content remains relevant and keeps pace with organisational change. Maintain and use learning data and records to inform future L&D solutions.
Stakeholder engagement	Develop and maintain effective relationships, proactively engaging with internal and external stakeholders. Collaborate across Council and with partners to identify opportunities for continuous improvement and strengthen internal and external customer experience.
Leadership of Self	Seek to understand how your work contributes to organisational priorities. Role model Council's culture, values and core capabilities. Proactively support our people to be and do their best, taking a 'One Council' approach to teamwork. Understand Te Tiriti o Waitangi and how it applies in a local government context.

	Demonstrate and promote te reo Māori, other languages and customs in your work.
Planning	Understand and contribute to team short- and long-term plans.
Customer experience	Contribute to positive internal and external customer experiences.
Navigating change	Be open to changes in how we work, the tools we use, our structure and the mahi we do to meet Council and community needs. Ask questions, participate positively in change and support others to do the same.
Stakeholder engagement	Build effective relationships and engage positively with others.
Financial acumen	Protect Council's reputation by following policies and using Council resources responsibly.
Risk management	Identify risks and hazards, escalating them appropriately.
Emergency Management	Participate in relevant training, hazard identification, risk management and emergency response activities, including preparedness for floods, slips and other natural events.
Health, safety and wellbeing	Actively contribute to a health and safety culture focused on continuous improvement. Participate in wellbeing activities. Prioritise health, safety and wellbeing by supporting the resources, skills and guidance needed for safe work. Follow Council's health and safety manuals, policies and processes.

About you

Essential	• Learning and Development or education background, with 3–5 years' experience • Experience designing and delivering learning solutions, including self-paced learning and eLearning
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	• Experience with learning management systems and custom-built eLearning using authoring tools such as Chameleon, Articulate and Rise • Experience using design software, such as Adobe Illustrator, to create images, graphics and visual assets for eLearning • Ability to work autonomously, manage priorities and deliver quality results on time • Enthusiastic, flexible and committed to quality customer service • Growth mindset, with the ability to work independently and contribute as a valued team member • Ability to build strong relationships with colleagues, partners and stakeholders • Ability to present confidently, engage at all levels and build trust and credibility • Personable, approachable and engaging • Excellent communication skills and customer focus.
Desired	• Local government experience • Understanding of TetraMap as a framework for learning, communication and team development; accredited facilitator status would be beneficial • Familiarity with tikanga and Te Ao Māori practices.

Key relationships and delegations

Number of people reporting you	0
Total number of people within your delegation	0
Operating budget	Training budget (within People & Capability group budget)
Capital budget	n/a
Core partnerships	Internal: Chief People Officer, People & Capability team, Corporate Leadership Team and other Council leaders / staff External: Training and venue providers, other L&D practitioners

Being a Public Servant in Local Government

The purpose of local government is to enable democratic local decision-making and action by, and on behalf of, communities; and to promote the social, economic, environmental and cultural well-being of communities in the present and for the future.

By choosing to work at Hutt City Council, you're making a commitment to abide by the Local Government Act 2002 and subsequent Amendment Act 2010. For more information on these acts please visit: www.legislation.govt.nz and localcouncils.govt.nz

Te Tiriti o Waitangi

Council affirms Te Tiriti o Waitangi as the founding document of Aotearoa and is committed to ensuring Te Tiriti Principles of partnership, protection and participation underpin activities pursuant to the purpose and objectives of Council as they relate to our working environment.

The responsibilities in this role description may change over time due to the nature of our work and to ensure we continue to meet the needs of our community. You may also be required to perform additional duties from time to time. No significant changes to this role description will be made without consultation and agreement by you.