



POSITION DESCRIPTION

Position Title:	Lead Digital Training Specialist
Cluster / Business Unit / Division	Learning & Development
Section or Unit:	People Performance and Capability
Classification:	Band 6
Job Family:	Human Resources
Position Description Number:	PD-2002
STEMM/NONSTEMM:	NONSTEMM
Work Contract Type:	Technical, Professional

POSITION PURPOSE

The Lead Digital Training Specialist manages and leads the instructional design and implementation of ANSTO's digital suite of training programs. The role will work closely with subject matter experts and trainers to develop and deliver e-learning digital training modules and ensure programs and training material are fit for purpose, meet business and legislative requirements, and are aligned to ANSTO's strategic objectives.

The role works closely with all areas of the business to identify and analyse training needs and to develop the most suitable digital training outputs. The Lead Digital Training Specialist researches and makes recommendations on the suite of digital training platforms for ANSTO. The role also delivers some face-to-face training and provides backup support for the Group L&D Consultant.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

People, Performance and Capability manage a number of critical services to the organisation and execute strategic and operational initiatives in the achievement of ANSTO's strategic plan, which ensure the safety, security and wellbeing of ANSTO staff, facilities and operations.

The Learning & Development (L&D) team deliver an ANSTO wide training curriculum for all staff ranging from Early Careers to Executive level. The team contribute to ANSTO's vision by supporting people with knowledge and skills development, that will improve the organisations overall performance. The L&D team are responsible for design, development, delivery and continuous improvement of training content, training quality and frameworks.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Lead the development and implementation of e-learning courseware and manage all digital learning applications at ANSTO. This includes development and maintenance of webinars, creating video learning, simulations and animation to support innovative T&D instructional tools, technologies and frameworks.

- Design and deliver an online suite of training modules for ANSTO wide deployment, supporting a full range of ANSTO training programs for all levels within the organisation.
- Design custom digital learning programs and strategies using blended adult learning approaches, business scenarios and simulations, tailored to meet the client needs at ANSTO.
- Establish and maintain stakeholder relationships across ANSTO through effective communication, negotiation, troubleshooting, advice and issues management to engage stakeholders and ensure deliverables are met.
- Create and administer necessary evaluation methods to measure success of training programs and delivery.
- Manage the design of the digital curriculum and programs within ANSTO's Learning Management System (LMS) and troubleshooting of LMS content and structures.
- Utilise the full digital functionality of LMS including eLearning platforms to create quick reference guides and online assessments.
- Lead routine needs analysis to identify training gaps and provide advice and solutions regarding the best method to bridge that gap.
- Lead collaboration with Subject Matter Experts (SME) to translate business area procedures and processes effectively, into meaningful training solutions both digitally and classroom based.
- In consultation with SME's, undertake continuous improvement reviews of all online training program content and delivery methods to ensure information is current, relevant with associated legislation and aligned to industry best practice.
- Research and make recommendations on the types of digital training and suite of digital platforms in collaboration with ANSTO's information and digital services team as required.
- Deliver some face-to-face training and provide backup support for the Group T&D Consultant.
- Work collaboratively as part of a team, assist team members during periods of heavy work-loads and contribute to achieving the team's business outcomes
- Undertake additional duties as required and during period of leave of other staff

Decision Making

- Review and update online training modules to deliver fit for purpose solutions in the context of legislation and technical specs, in consultation with subject matter experts.
- Routine needs analysis to identify training gaps and provide advice and solutions.
- The position has some independence in determining how to achieve objectives of the learning programs and projects, including deciding on methods and approaches, operations, planning and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Learning and Development strategy and objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to key stakeholders, and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determines key work priorities within the context of agreed work plans and will consult with the supervisor on complex, sensitive and major issues that have a significant impact on the achievement of project objectives or the organisation
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Obtaining SME buy-in into different content design options using an adult learning approach and possibly their current limited understanding of impactful digital learning design.
- Addressing the issue of employee training attendance in a busy and dynamic work environment, which has significant mandatory training requirements, which may adversely affect attendance at other 'value-added' training.
- Accommodating the training needs of the organisation within existing resources budget constraints
- Keeping up with the ever-changing digital landscape and technologies while improving processes and maximising the effectiveness of the training resources.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Talent & Development Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Recommend and gain endorsement for plans and goals and other initiatives
Work area team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts
SAP Team	<ul style="list-style-type: none"> • Executing test scripts, ensuring data validation and compliance with business system
Key customers include: ANSTO employees who attend training programs; ANSTO Subject Matter Experts (SME) who assist in designing the training content; the ANSTO Executive Group	<ul style="list-style-type: none"> • Consult and collaborate • Design and deliver training programs that address their specific business unit needs and also external training suppliers who might be engaged to design and deliver training
External	
External agencies, professional association networks and other OD and L&D professionals	<ul style="list-style-type: none"> • Maintain collaborative relationships • Engage with experts in the field to identify trends and best practice • Design and delivery of training content and for guidance with key projects

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Learning & Development Manager
Direct Reports	Nil
Indirect Reports	Nil
Financial Data (2017/2018)	
Revenue / Grants	
Operating Budget	
Staffing Budget	
Capital Budget	
Assets	

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Standing for long periods Working in a loud environment Public speaking
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

Workplace Health & Safety	
Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Group Executive / General Manager Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or Tertiary qualification in Learning and Development / HR / Psychology / Behavioural Sciences or Information Technology, or similar and/or relevant equivalent experience
2. Certificate IV in Training and Assessment
3. Demonstrated experience producing and leading learning content development using a range of authoring digital software, such as Lectora, Articulate,, / Vyond / Camtasia or similar authoring and SCORM compliant tools.
4. Success Factors Learning or other LMS experience
5. Demonstrated instructional design experience delivering a wide range of training programs using innovative solutions and digital platforms.
6. Ability to maintain knowledge of industry standard software, current digital design trends, and capabilities and limitations of digital technologies.
7. Experience undertaking a Training Needs Analysis and making suitable digital learning recommendations
8. Demonstrated ability to design and deliver face-to-face facilitated training
9. Strong customer service focus and networking skills with the ability to establish credibility and support stakeholders including adapting communication styles to engage with key customers and internal and external stakeholders at all levels.
10. Excellent problem solving and interpersonal skills including strong written and reading skills and strong attention to detail

11. Demonstrated ability to manage time, set priorities and plan workload to meet objectives; and ability to work with minimal supervision, whilst still keeping leaders and team members updated on progress
12. Project management experience in rolling out new systems/organisational programs

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager	Delegated Authority
Name:	Name: Gavin Kable
Title:	Title: Director People Strategy and Performance
Signature:	Signature:
Date:	Date: