



POSITION DESCRIPTION

Position Title:	Learning & Development Manager
Cluster / Business Unit / Division	People, Performance and Capability
Section or Unit:	Chief Operating Officer Group
Classification:	Band 8
Position Description Number:	PD-1421
Job Family:	Human Resources
STEMM/NON-STEMM:	NON-STEMM
Work Contract Type:	Manager

POSITION PURPOSE

Lead the design, development and implementation of L&D strategies, frameworks and programs to build skills, knowledge & capabilities to support career development and increase employee engagement.

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.

The Chief Operating Officer Group brings together several key corporate services including:

- Capital Program Management Office
- Corporate Affairs
- Finance and Operational Services
- Legal Services
- People, Performance and Capability
- Regulatory and Governance

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 ensures the safety, security and wellbeing of ANSTO staff, facilities and operations.

The People Operations pillar upholds the professional standards of the organisation by providing leadership to the business on key people-issues; provide advice, support and guidance to managers on the application of the standards, and advocates for employees. This unit contributes to the design, and manages the implementation of key projects to continuously improve the organisation’s people processes and frameworks.

The role and objectives of the Learning and Development unit is to deliver an ANSTO wide training curriculum for all staff ranging from Early Careers to Executive level, to teach specific knowledge/ skills that will improve organisational performance and meet future training needs.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Lead the organisational development and facilitation of the suite of L&D training programs.
- Work with Executive and Senior Leader groups to identify, build and implement L&D solutions in line with business strategy. Undertake research of issues and develop programs and solutions to

resolve strategic department specific or individual development needs within Leadership and Management.

- Manage the delivery of recommendations and solutions covering specific areas of learning & development including, training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/or other services.
- Develop L&D long term strategies and programs that will support and strengthen the sustainability of the workforce capabilities.
- Develop and implement L&D policies, practices and programs to meet organisational needs.
- Provide interpretation and counsel to Executive/Strategic Management regarding L&D policies, programs and practices.
- Drive the development and use of ANSTO's digital learning platforms, particularly in areas such as content development, delivery methods and LMS / Talent Management systems.
- Drive organisation wide mandatory training compliance, reporting into the Executive and CEO.
- Manage a team of L&D personnel to identify areas of learning needs within the organisations and provision of exceptional service delivery.
- Coach and mentor L&D team, continual building of capabilities and remaining relevant to current and best practice.
- Design & delivery of suite of adult learning training programs.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence and interdependencies in determining how to achieve objectives of the unit, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the PPC strategy and PPC objectives provide the context for the position.
- The position develops and implements methods to measure and evaluate the impact of their learning programs. This determines if the programs are meeting their objectives and making a positive impact on employee performance and organizational outcomes.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice and support provided to their customer groups (managers and employees) 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 and support.
- Determines which learning technologies are best suited for the needs of the organisation and its employees. They also need to implement these technologies in a way that is effective and efficient.
- Determines key work priorities within the context of agreed work plans and will consult with the Director PPC and the GM Organisational Design and Operations on complex, sensitive and major issues that have a significant impact on PPC.
- 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

- Accommodating the training needs of the organisation within existing resources & budget constraints.
- Maximising the opportunity offered by creating synergy amongst the various training positions at ANSTO.
- Creating a digital learning environment using appropriate supporting systems.
- Keeping up with the latest trends and technologies in learning and development.
- Managing ANSTO's centralised training budget.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Director PPC/ GM PPC	<ul style="list-style-type: none"> • Provide expert, authoritative and evidence based advice • Build and implement Learning and Development solutions and tools to meet the organisation's strategic needs • Undertake research to assist in the identification of gaps, issues and potential solutions required to address the organisation's strategic objectives.
Management/Executive	<ul style="list-style-type: none"> • Understand the key challenges of their business area and deliver training programs that address their needs • Provide expertise and evidence based advice and support • Build and implement Learning and Development solutions in line with business strategy.
People, Performance & Capability Team	<ul style="list-style-type: none"> • Work collaboratively to ensure the consistent application and understanding of standards across a broad range of disciplines. • Share data trends and strategies • To obtain an understanding of manager training needs
Direct Reports	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Set performance requirements and manage performance and development • Engage to monitor trends, performance and progress against the strategic plan and evaluate further support which may be required to ensure delivery against the plan

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the General Manager PPC
Direct Reports	5
Indirect Reports	NA

Financial Data (2023/2024)	
Revenue / Grants	NA
Operating Budget	978
Staffing Budget	1,535
Capital Budget	NA
Assets	NA

Special / Physical Requirements

Location:	Lucas Heights // Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Frequent travel to ANSTO sites within Australia Frequent travel nationally
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work may be required for short and infrequent periods
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 <u>AP- All Workers</u> <u>2362</u> of the ANSTO WHS Management System	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

As per published organisation chart

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree qualifications in HR or related qualification or equivalent experience
2. Certificate IV in Training and Assessment
3. Substantial number of years of experience managing a L&D team and developing & delivering training & development strategies
4. Experience in facilitation to a variety of audiences and through multiple modalities, including face to face and blended programs.
5. Ability to interact and influence at an Executive/Strategic level.
6. Well-developed communication skills including the ability to listen and understand client needs, to influence behaviours and to facilitate group processes.
7. Extensive experience in developing and delivering line management and leadership training programs.
8. Experience undertaking a Training Needs Analysis and making suitable recommendations.
9. Proven ability to present relevant and engaging content for training sessions.
10. Excellent communication skills with the ability to engage with internal and external stakeholders at all levels and participants in class.
11. Ability to work to tight timeframes coupled with excellent stakeholder management skills.
12. Learning and growth mindset, easily adaptable and flexible.
13. Ability to work on a number of initiatives concurrently.

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:	Venessa Barrins	Name:	Gavin Kable
Title:	General Manager People, Performance & Capability	Title:	Director People, Strategy & Performance
Signature:		Signature:	
Date:		Date:	