



## POSITION DESCRIPTION

<b>Position Title:</b>	Training and Development Specialist - WMS
<b>Cluster / Business Unit / Division</b>	Nuclear Operations and Nuclear Medicine
<b>Section or Unit:</b>	Waste Management Services
<b>Classification:</b>	Band 6
<b>Job Family:</b>	Administration
<b>Position Description Number:</b>	PD-2123
<b>Work Contract Type:</b>	Technical
<b>STEMM or NON-STEMM:</b>	Non-STEMM

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## POSITION PURPOSE

The primary objective of the Training and Development Specialist - WMS is to provide expertise on training and development to ensure compliance with WMS licence conditions pertaining to training by planning, developing, delivering, evaluating and co-ordinating training associated with WMS. This includes preparing material, identifying training needs, supporting daily training related activities and developing training initiatives that meet regulatory requirements.

As the SME, the role involves extensive collaboration with all departments within WMS and the organisation to identify and evaluate their specific training needs, facilitating the creation of targeted and impactful training solutions. Furthermore, duties encompass conducting research and presenting recommendations for a comprehensive suite of training packages that cater specifically to the unique requirements of Waste Management Services.

This role ensures all staff have consistency in training and re-training and is the single point of contact for all WMS training. This role will develop the sustained competency process for WMS using their considerable technical aptitude and knowledge of the processes in WMS.

## 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 Nuclear Precinct brings together the key areas of Reactor Operations, the commercial businesses of Health, ANSTO Nuclear Medicine (ANM) and Minerals & Radiation Services and Waste Management.

Waste Management is responsible for the safe, compliant and effective management of legacy, current and future predicted radioactive waste arising in line with ANSTO's strategic objectives, regulatory requirements and public expectations.

## ACCOUNTABILITIES & RESPONSIBILITIES

### Key Accountabilities

- Lead the development and maintenance of the skills and position profiles matrices
- Lead the process of defining the approach for WMS in assigning curriculum and training items
- Lead the Training Needs Analysis (TNA) schedule, conducting training needs analyses, identifying skills gaps, and determining training priorities aligned with WMS' strategic objectives and regulatory, legislative and/or customer requirements
- Develop and lead the WMS induction and onboarding program

- Design, develop and deliver comprehensive competency-based training programs and learning materials, including e-learning modules, instructor-led sessions, workshops, and on-the-job training resources
- Prepare, administer and conduct training assessments
- Review and update training programs and materials based on evaluations and stakeholder feedback to deliver fit-for-purpose solutions in the context of legislative, regulatory and operational requirements
- Obtain information on work-related external courses, prepare reports on the suitability and make recommendations on staff attendance at training courses
- Support learners during training sessions
- Lead collaboration with Subject Matter Experts (SMEs) via the ANSTO Community of Practice to develop a consistent approach to the development and management of training across ANSTO
- Responsible for ensuring that all training records are recorded and maintained in accordance with the requirements of the Business Management System (BMS) and the ANSTO Learning Management System (LMS)
- Support Inspections and Audits relating to training and review reports to identify opportunities for improvement in training programs and the training management system.
- Liaise with internal stakeholders to identify improvements in the way training is provided and to achieve 'best practice'.
- Establish and maintain stakeholder relationships across ANSTO through effective communication, negotiation, troubleshooting and advice, to ensure WMS training deliverables are met.
- Manage the operational technician rotation system in co-ordination with the Manager, Waste Operations and Supervisors considering retraining requirements and operational activities.
- Facilitate specialist knowledge transfer and retention within Waste Management Services
- Support major incident investigations and undertake training needs analysis to design, develop and implement appropriate training identified as required to mitigate future incidents of similar nature.
- In consultation with SME's, undertake continuous improvement reviews of all WMS face-to-face and online training program content and delivery methods to ensure information is current, relevant with associated legislation and regulations, and aligned to industry best practice.
- Maintain tertiary skills, knowledge and best practice through regular involvement with external groups and activities. Work collaboratively as part of a team, assist team members during periods of heavy workloads and contribute to achieving the team's business outcomes.
- Undertake additional duties as required.

### **Decision Making**

- Routine needs analysis to identify training gaps and provide consultative and timely advice and solutions to WMS senior management.
- The position works within a framework of legislation, policies, professional standards, and resource parameters. Within this framework, the position has some independence in determining how to safely and effectively manage the training courses required that they deliver, including deciding on methods and approaches, operations and planning on a week-to-week basis.
- The position is accountable for the accuracy, integrity and quality of the content of data and advice provided to managers and customers and is required to ensure that decisions are based on sound evidence. However, at times, the position 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 consults with the various stakeholders within the WMS group on complex, sensitive and major issues that have an impact on training outcomes and projects that they may be involved in.
- 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 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 resource and budget constraints.
- Keeping up with the adult learning landscape and technologies while improving processes and maximising the effectiveness of the training resources.
- Developing strategies to maintain multiple competencies in a rotational operational model that covers many bespoke tasks in a highly regulated environment.
- Developing training modules and delivering training for infrequently performed tasks.
- Develop a workforce capability where conservative decision making and a questioning attitude are an integral part of daily work.
- Building stakeholder relationships internal and external to WMS to achieve objectives.
- Prioritising work and completing tasks within deadlines with the resources available
- Building delivery efficiencies in end user training to optimise training times.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager/Executive	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, evidence-based advice</li> <li>• Recommend and gain endorsement for plans, goals, and other initiatives</li> </ul>
WMS Senior Management Team	<ul style="list-style-type: none"> <li>• Receive advice and report on progress towards business objectives and discuss future directions</li> <li>• Provide evidence-based knowledge to assist the direction of future learning.</li> <li>• Provide expert advice and contribute to decision making</li> <li>• Support business management and development</li> <li>• Identify emerging issues/risks and their implications and propose solutions.</li> </ul>
Team Leaders / Supervisors / Managers	<ul style="list-style-type: none"> <li>• Understand the key challenges of their business areas and design and deliver training programs that address their needs.</li> <li>• Provide expertise and evidence-based advice and support.</li> <li>• Assist with the review of Waste Management Services-related training needs of business and provide guidance and support.</li> </ul>
Individual contributors	<ul style="list-style-type: none"> <li>• Work collaboratively to ensure training is managed effectively in alignment with the organisational directions.</li> </ul>
WMS team members	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of training matters</li> <li>• Contribute to group decision making processes, planning, and goals</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> <li>• Provide training and deliver training solutions and support</li> <li>• 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</li> </ul>
ANSTO Subject Matter Experts (SMEs)	<ul style="list-style-type: none"> <li>• Engage with experts in the field to identify trends and best practice.</li> </ul>
Internal Stakeholders	<ul style="list-style-type: none"> <li>• WMS internal stakeholders</li> </ul>
<b>External</b>	
Industry Regulators – ARPANSA, Comcare	<ul style="list-style-type: none"> <li>• Participate in audits and provide training records and information as required.</li> <li>•</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to Business Operations Leader WMS
Direct Reports	0
Indirect Reports	All Waste Management team members and potential users of the service provided by Waste Management Services. Indirect reports can vary from 1 attendee to 30+ depending on the training being provided.

<b>Special / Physical Requirements</b>	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required to travel to ANSTO sites from time to time May be required to travel both internationally and nationally from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Industrial facility physical requirements (lifting, standing for long periods) Working at Heights, Confined Spaces Public speaking
Radiation areas:	Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety 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

<b>Workplace Health &amp; Safety</b>	
Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

## ORGANISATIONAL CHART

On File

## KNOWLEDGE, SKILLS, AND EXPERIENCE

1. Extensive technical knowledge or experience working in a radioactive waste operation or other high-risk environment and understanding the regulatory framework in which they operate
2. Certificate IV Workplace Training and Assessment or relevant equivalent experience
3. Extensive knowledge and experience developing, designing, delivering, co-ordinating and reviewing technical training programs and associated course material
4. Demonstrated experience undertaking a Training Needs Analysis, identifying gaps and making suitable recommendations in consultation with relevant stakeholders
5. Customer service focus and networking skills, with the ability to engage with key customers and internal and external stakeholders at all levels
6. Demonstrated experience interpreting and developing applied training in accordance with WHS and other legislative and regulatory requirements
7. Demonstrated ability to design and deliver face-to-face facilitated training; with strong presentation skills and a demonstrated ability to adapt communication styles to differing audiences
8. Demonstrated ability to manage time, set priorities and plan workload to meet objectives; and ability to work with minimal supervision
9. Project management experience in rolling out and reviewing training programs
10. Understanding of the application of educational theory and methods of adult learning

11. Experience maintaining training records and training databases
12. Advanced computer skills, including Microsoft Suite, in particular PowerPoint and graphics packages.

**VERIFICATION**

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

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Rachael Shepherd	Name:	Paula Berghofer
Title:	Business Operations Leader	Title:	GM WMS
Signature:		Signature:	
Date:		Date:	