



## POSITION DESCRIPTION

<b>Position Title:</b>	Group Learning and Development Officer
<b>Cluster / Business Unit / Division</b>	Chief Operating Officer Group People, Performance and Capability
<b>Section or Unit:</b>	Learning and Development
<b>Classification:</b>	Band 5
<b>Job Family:</b>	Human Resources
<b>Position Description Number:</b>	PD-2061
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

The Group Learning and Development Officer coordinates and designs, develops and facilitates the implementation of ANSTO's core training programs, including face-to-face, virtual and webinars. The role works closely with subject matter experts and business areas to develop and deliver 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 training outputs. The Group Learning and Development Officer researches and makes recommendations on a suite of training packages for ANSTO.

### 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 and 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

- Participate in and support capability and learning projects and contribute to the achievement of business outcomes and ANSTO's strategic direction.

- Conduct organisational and functional needs analysis activities to identify skills and knowledge required to perform identified job roles and as part of talent management and succession planning.
- Design, build (includes writing) and facilitation of new in-house core employee, new starter and mentoring programs and/or improvements to existing learning curriculum to ensure consistency using a blended (includes virtual) approach and engaging activities in consultation with internal subject matter experts or external providers.
- Evaluating and analysing the effectiveness of capability and learning activities to ensure quality outcomes are delivered.
- Manage multiple projects with a focus on tracking and maintaining program deliverables, timelines, resources, budget and reporting.
- Maintaining knowledge of current capability and learning issues and innovations in learning, technology including use of a Learning Management System (LMS).
- Through the design and delivery of compliance and soft skills training programs, support the group's efforts to influence and embed behaviour and cultural change, ensuring alignment with ANSTOs mission, values, and desired behaviours that contribute to a healthy workplace culture
- Establish, engage and maintain stakeholder relationships across ANSTO through effective communication, negotiation, troubleshooting, advice and issues management to ensure training and development deliverables are met.
- 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, regulation and aligned to industry best practice.
- Work collaboratively as part of a team, assist team members during periods of heavy work-loads, respond to service desk requests 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, design, build (includes writing), facilitate, update and evaluate learning items to deliver fit for purpose training solutions in the context of ANSTO's business needs and in consultation with SMEs.
- 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 learning design.
- Must be an outstanding and professional communicator, including in writing and facilitation of learning material

- 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 adult learning landscape and technologies while improving processes and maximising the effectiveness of the training resources.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Line Manager	<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>
Management/Executive	<ul style="list-style-type: none"> <li>• Understand the key challenges of their business area and design and deliver training programs that address their needs</li> <li>• Provide expertise and evidence based advice and support</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide 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> </ul>
PPC Team	<ul style="list-style-type: none"> <li>• Work collaboratively to ensure the consistent application and understanding of standards across a broad range of disciplines.</li> <li>• Share data trends and strategies</li> <li>• To obtain an understanding of training needs</li> </ul>
Employees	<ul style="list-style-type: none"> <li>• Provide training and deliver training solutions and support</li> </ul>
ANSTO Subject Matter Experts (SME)	<ul style="list-style-type: none"> <li>• Engage with experts in the field to identify trends and best practice and support with training design and content</li> </ul>
Cultural Transformation Team	<ul style="list-style-type: none"> <li>• Contribute expertise to strategic projects</li> <li>• Partner to implement operational delivery of projects</li> </ul>
<b>External</b>	
External Training Providers Agencies\Professional Association Networks\OD & L&D Professionals	<ul style="list-style-type: none"> <li>• Plan, design and deliver training as appropriate</li> <li>• Maintain collaborative relationships to identify changes based on internal needs</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Learning & Development Manager
Direct Reports	Nil
Indirect Reports	Nil
<b>Special / Physical Requirements</b>	
Location:	Lucas Heights / Camperdown / Clayton 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)

	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

### Workplace Health & Safety

Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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## ORGANISATIONAL CHART

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## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or Tertiary qualification in Learning and Development / HR / Psychology / Behavioural Sciences, or similar and/or relevant equivalent experience
2. Certificate IV in Training and Assessment (desirable)
3. Demonstrated ability to design, develop and deliver face-to-face facilitated training
4. Demonstrated experience undertaking a Training Needs Analysis, identifying gaps and making suitable recommendations
5. 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.
6. Strong problem solving and interpersonal skills including written and reading skills and sound attention to detail
7. 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
8. Project management experience in rolling out training programs or similar
9. Demonstrated ability to create and present relevant and engaging content for training sessions and to condense significant amounts of information into digestible, bite-size learning, that is easy to use and understand;
10. Excellent communication skills with the ability to engage with internal and external stakeholders at all levels and participants in class
11. Working knowledge of the talent management process (i.e. APEA performance management, onboarding and succession planning).

## 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:	Amanda Middleton	Name:	Venessa Barrins
Title:	L&D Manager	Title:	General Manager, People, Performance and Capability
Signature:		Signature:	
Date:		Date:	