JOB DESCRIPTION
TELETHON KIDS INSTITUTE

Why is this Job Description being written?	☐ New Position ☐ Replacement Position ☒ Position re-designed ☐ Position not previously described

POSITION DETAILS:	**Position Title:**	**MANAGER LEARNING & DEVELOPMENT**

RFA:	NA		**Research Group:**	People & Culture

Position reports to: (role)	Head of People & Culture

Location: *include all possible locations*	100 Roberts Road Subiaco

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

This position manages the Learning & Development program which demonstrates the Institute's on-going commitment to the development of our people. A variety of programs and workshops are available to staff and students to facilitate their professional growth and advancement so they can continue to learn and thrive through the various stages of their careers.

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

Key Position Accountabilities What are the main areas for which the position is accountable	*% of Total Role*	**Inputs:** What are the key activities or tasks to be carried out?	**Outputs:** What are the expected end results?	**Measures:** How it is measured

Learning & Development	40%	• The development and implementation of leadership programs.
		• Mentoring Programs – assist in being strategic about careers
		• Learning groups, peer support, collective voice
		  a) Facilitate Student Circle initiatives – eg two day residential student development program, student symposium, career development sessions
		  b) Facilitate Early-Mid Career researcher initiatives – eg National and International Visiting speaker funding, career development sessions. ECR workshop
		  c) Program Managers Forum
		  d) Resource and develop workshops for students, researchers and staff
		• Training Catalogue
			• Increase leadership capacity amongst Level B and C staff
			• Awareness of the programs and the benefits
			• Provide mentoring support to mentors and mentees
			• Institute recognition of career progress
			• Calendar of yearly events
			• Respond to requests for specific workshops
				• Feedback from participants of workshops
				• Feedback from participants of Emerging Leaders Program and Mentoring Programs
				• Involvement of student and EMCR's in initiatives
				• Feedback on adjunct process

People Strategy	30%	• Support the implementation of the Institute wide People Strategy aligned with vision and strategic plan. • Support specific performance improvement initiatives. • Work closely with ILT and Head, People & Culture to design and deliver OD and change management strategies, processes and interventions that support the institute's People Strategy; to include initiatives which foster a high performance culture. • Manage and conduct the employee engagement survey.	• Increase in level of capability within the Institute. • Improvement towards Institute's desired culture. • Engagement report and results delivered. • Strategies put in place as a result of engagement research.	• Increased staff engagement. • Feedback from appropriate stakeholders. • Final engagement report and results are delivered.

Student Program	20%	• Manage student program overseen by the Student Reference Group • Support for students and supervisors • Facilitate student recruitment. Co-ordinate new student information evening including potential student projects booklet for the Child Health campus. Advertise to Universities • Ensure flow of student funding from enrolling Universities to the Institute • Develop relationships with key University stakeholders. Streamline student and supervisor administration	• Provide accurate information on the Institute's student population • Open door to students and supervisors • Advocate for students and student initiatives • MOU's with various Universities and schools	• Accuracy of student information • Timeliness of student funding • Feedback from key stakeholders • Customer service
Awards and Scholarships	10%	Institute Awards and Scholarships for students a) Communication of awards and scholarships b) Development of new awards and scholarships c) Manage the review and panel process of awards	• Facilitate efficient communication of awards and peer review • Institute recognition of award recipients	• Feedback from participants • Feedback from awards panel

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Minimum of a Bachelor Degree with Honours or equivalent
Skills, Knowledge & Experience:	• Develop and broker relationships with key university contacts • Demonstrated ability to think strategically and initiate change within their Section in order to meet broader organisational objectives • Demonstrated Leadership and Management skills: specifically, must be able to inspire, guide and coordinate team members toward a common goal • Demonstrated Interpersonal & Communication skills: specifically, must be able to communicate and develop effective working relationships across all levels of the Institute and broader Campus (e.g. researchers, clinicians, funding bodies) • Demonstrated ability to anticipate and resolve problems; be proactive and initiate action to deal with issues when they arise • Demonstrated computer proficiency with MS Office suite, Outlook • Experience in managing budgets

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Bachelor degree with Honours or equivalent
Skills, Knowledge & Experience:	• Experience in not-for-profit and/or academic organisations • Interest/background/prior experience in health, education and research

SCOPE:

Financial accountability: Does this role have accountability for a budget? Yes

Manage the below cost centres:

- 10515 – Learning and Development budget
- 10518 – Student and Postdoc Programs
- 10516 – Institute seminar series
- 10565 – Emerging Leaders Program
- 10349 – Student Strategic Fund
- 10530 – Perron Awards
- 10554 – Student Circle sponsorship
- A variety of student scholarships

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports	5	No. of indirect reports	

Next level of supervision

Director, Corporate Services

Immediate level of supervision

Head of People & Culture

Other roles reporting to immediate supervisor

Human Resources Information Systems Manager	Manager, People & Culture	Manager, Learning & Development	People & Culture Consultant		

Direct reports (role x no.)

		Learning & Development Coordinator	Reception staff		

ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?