

Manager, Learning & Development

Dairy Australia – Position Description



POSITION DETAIL

Position Title: Manager, Learning & Development	Position Reports to: Group Manager, Farm Profit and Capability
Business Unit: Farm Profit and Capability	Sub-unit: Learning & Development
Number of Direct reports: 4-5 TBC	Number of Indirect reports: 1

POSITION PURPOSE

This role exists to lead the design and development of learning solutions as part of Dairy Australia's activities, based on agreed industry and regional priorities and needs. In addition, this role will also lead the implementation of an overall learning strategy for Dairy Australia's activities. This includes working with stakeholders to agree on audience requirements and content priorities, as well as leading the evolution of Dairy Australia's learning approaches and methods. Furthermore this role, will also maintain relationships with learning vendors and consultants to deliver value, bring together a community of practice for deliverers and facilitators to support common approaches and ongoing improvement in Dairy Industry education.

MAIN ACCOUNTABILITIES

Learning Strategy

- The core function of this role is to lead the implementation of Dairy Australia's learning and education strategy
- Identify industry needs, and delivery of long-term learning strategies relevant to content priorities and learning approaches through collaborating and team work with the Technical and Innovation Manager, and Operations Manager and Regional Operations Manager
- Lead's the collaboration between all key stakeholders in researching issues in addition to developing solutions to resolve adoption barriers of learning activities
- Research and lead the discussion of traits and skills required for an industry to improve overall farm profitability
- Own the broader education strategy and capability framework, and lead the team that holds the relationships with universities, TAFE's and other education delivery stakeholders
- Ensure feedback from the end customer is incorporated into future learning activities, in addition to provide the expertise and understanding around best learning solution and stakeholder engagement.
- Efficiently present and communicate the learning strategy and plan to convey information verbally and in writing to foster, encourage and facilitate open communication

Program Delivery

- Collaborate and coordinate with technical experts within the broader Farm team & RDP function to build proposals and solutions, and contribute to project plans
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- Overseeing the program and delivery mechanism of all Learning and Development activities, including content creation, content maintenance and vendor relationship management where applicable through a team of learning and development leads
- Build and implement learning and adoption solutions in line with the organisational and team strategy, as well as adult-learning and motivation concepts
- Overseeing all costs related to the design and development of learning solutions as part of Dairy Australia's learning activities to ensure efficiency within budget

Measurements and Evaluation

- Lead the methods of measurement and benchmarking of quality of development programs from a learning and content perspective, seeking input from a broad range of stakeholders
- Working closely with Regional Development Programs and the Extension Manager to ensure feedback is incorporated into future development activities
- Review and develop learning design, development and implementation methodology, standards and tools for both internal and external use
- Evaluate the need for different styles of training (incorporating Targeted Services work), such as blended learning, eLearning, tutorial sessions and face to face training
- Contribute to the ongoing development of a learning evaluation framework that meets government requirements and responds to Dairy Australia strategy

Leadership

- Build, contribute and maintain the effectiveness of having a team culture and individual capability, ensuring the effectiveness for work in current and future roles for all direct reports
- Established team and individual KPI's, in addition to monitoring performance against team KPI's and take corrective action and or recognition as required
- Encourage team to work collaboratively and contribute to achieving the team's business outcomes, in addition to ensuring continuous development by coaching and developing team members
- Make sound time management and team management judgements in relation to prioritising work and meeting deadlines

SPECIFIC POSITION REQUIREMENTS

EXPERIENCE / KNOWLEDGE / ABILITIES

Experience

- Experience dealing with significantly varied stakeholder groups. I.e. Farmers, Universities
- Extensive, deep L&D experience around methods & tools, instructional design.
- Appropriate Tertiary Qualifications
- Experience in leading a team, in addition to Extensive experience in strategy implementation
- Extensive, deep L&D experience around methods & tools, instructional design.
- Relevant experience of delivering third party training solutions

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- Track record of management development and a variety of training and development techniques
- Experience of managing a budget effectively
- Excellent communication and interpersonal skills, in addition to being a confident presenter and public speaker
- Creative thinker with the ability to work on own initiative

KEY WORKING RELATIONSHIPS

Internal

- Business GMs
- RDP liaison
- Technical leaders
- Marketing and Communications and Digital
- Project enablement and project managers
- Procurement
- Extension Managers

External

- Learning suppliers and vendors
- RDPs
- Other membership bodies within the Dairy Industry

BEHAVIOURAL COMPETENCIES

Innovation and Influencing	Brings bold and creative ideas to life, ensuring that the message portrayed positively influences others, creating acceptance and support for ideas
Sound Judgment & Decision Making	Takes personal responsibility for conduct and the quality and timeliness of work. Makes timely, informed decisions using judgment and taking into account the facts, goals, constraints, and risks.
Planning and Delivery of Work	Plans and organises workloads to meet individual, team and departmental objectives
Display Resilience and Courage	Adaptable, Flexible and shows initiative and responds quickly when situations change, and is composed, calm and confident in all situations
Written & Verbal Communication	Ability to convey information verbally and in writing to foster, encourage and facilitate open communication

Flexible Working Opportunities available for this role: (this assessment is based on factors such as the type of activities the role performed, systems required to be used to perform the role etc. Discussions with manager are required to validate before flex working commences)

Remote Working

Early start/early finish

Part-time

Job-share