



Manager, Learning and Development

Putting health in mind



POSITION DESCRIPTION

<i>Head of Education</i>	
DEPARTMENT	Education
PORTFOLIO	Knowledge Translation
REPORTS TO	Head of Education
DIRECT REPORTS	3
LOCATION	Randwick
AWARD	Health Professionals & Support Services Award 2010
AWARD CLASSIFICATION	Award Free
INSTITUTE JOB BAND	D
POSITION STATUS/TENURE	Full Time (35 hours)
DATE PD APPROVED	May 2019

1. ABOUT THE BLACK DOG INSTITUTE

Founded in 2002, The Black Dog Institute is a not-for-profit Medical Research Institute and a global leader in translational mental health research. We harness the latest technology and other tools to quickly turn our world-class research findings into clinical services education and e-health products that improve the lives of people with mental illness and the wider community. Our areas of strength include suicide prevention, e-mental health, workplace mental health, novel treatments and prevention in young people.

Our mission is to enable mentally healthier lives through innovations in science, medicine, education, public policy and knowledge translation.

Our values are a key part of our integrated approach and are a critical component of our organisational culture as they guide our decisions and behaviours. Institute staff and management have created and adopted the values of:

Respect – Compassion – Excellence – Collaboration – Innovation

The Black Dog Institute is proud to offer a dynamic working environment for our staff. We are invested in maintaining a positive workplace culture which values people and their wellbeing. We offer a varied wellbeing program tailored to staff needs and provide opportunities to attend learning and development seminars, engage in health and fitness activities as well as social events. We also offer flexibility in working hours and promote a healthy work life balance.

2. JOB PURPOSE

This position provides leadership in the design and development of education resources across Knowledge Translation, Discovery and Innovation portfolios, utilising expert project and stakeholder management skills to ensure the success of multiple, complex projects internal and external to the Institute.

The position provides expert androgogical advice and ensures that products, programs and resources are aligned to current adult learning principles.

3. DUTIES

3.1 Strategy and Planning

- Actively contribute to the Education Team's strategic and operational plans, acting as a key conduit to communicate priorities from Discovery and Innovation portfolios which will impact Education activity and delivery
- Create, implement and drive the Learning and Development annual operational workplan

3.2 Leadership

- Lead the Learning and Development team, providing inspiring and motivating day to day leadership, embedding the values of Black Dog Institute into all that the team does
- Develop the capability of direct reports through effective on the job coaching and effective performance management
- Proactively engage with and effectively influence team members in Discovery, Innovation and Knowledge Translation to ensure the integration of sound adult educational principles into the development of programs, products and resources

3.3 Key Operational Responsibilities

- Lead the design and development of multiple, complex, high quality, educationally sound products, programs and resources to time and budget
 - scope project requirements with external and internal clients to meet stakeholder and business needs
 - manage production cycle including SME content generation, instructional design, asset creation, resource editing, proofing etc.
 - manage internal team resourcing, source and manage external vendors and contractors
- Promote the team's education design capacity to internal stakeholders across Discovery and Innovation portfolios, providing advice and input to educational concepts, delivery modalities, instructional design etc.
- Lead excellent customer service to external and internal clients at all levels of business
- Recognise, solve problems, and initiate solutions

- Lead continuous improvement and quality assurance processes across developed products, programs and resources

3.4 Work, Health and Safety

- Ensure self and all staff comply with all WHS legislation WHS Policy and Procedures
- Report any WHS hazards and significant issues to Head of Operations, People & Culture or delegate
- Work in a safe manner, applying a duty of care
- Train new staff and coach existing staff in WHS practices

Note: the list of responsibilities is not exhaustive and the Institute may change or request additional activities to meet the operational needs of the business

4. SELECTION CRITERIA

Essential Criteria

1. Tertiary degree in a relevant discipline (eg. Education, Learning and Development) and 5 years' experience in a related field, including management expertise.
2. Exceptional people management skills demonstrated to create a coherent team aligned to an organisation's values in action
3. Demonstrated ability to manage multiple, complex education resource development projects to time and budget; excellent organisation, time management and prioritisation
4. Demonstrated ability to manage a variety of internal and external stakeholders, vendors and contractors utilising excellent consultation, liaison and negotiation skills to produce positive project outcomes.
5. Outstanding instructional design capability and proven application of adult learning concepts and educational theory to resource development projects.
6. Proven ability to work flexibly and adapt as necessary to the demands of multiple projects, identify and solve problems and initiate solutions.
7. Excellent interpersonal, oral and written communication skills, with a high level of attention to detail.
8. High level computer literacy, including but not limited to MS Office suite.

Desirable Criteria

1. Experience in the mental health and/or education sector
2. Experience in the not for profit sector

5. Acceptance

I acknowledge as the holder of this position, that I agree to display the organisational values and behaviours and work in accordance with the key responsibilities of the role detailed in this position description.

Note: A copy of this signed acceptance is to be placed on employee's personnel record and a

Name:

Signature:

Date:

copy provided to employee