# AUSTRAC logoRole Specification

| **ROLE DETAILS** |  |
| --- | --- |
| Title | Manager, Learning and Development |
| Role number | 075 |
| Location | Canberra |
| Classification | EL 1 |
| Branch | People and Business Solutions |

## ROLE CONTEXT

The Manager Learning and Development is a key member of the Organisational Development Section within the People and Business Solutions Branch. This role will work closely with internal and external stakeholders to identify capabilty gaps and develop and implement contemporary learning and development activities/initiatives to improve the capabilities and performance of AUSTRAC’s workforce in supporting the achievement of the Strategic Workforce Plan, People Strategy, Corporate Plan and other relevant plans.

## DUTIES

The Manager, Learning and Development under general supervision from the EL2 Director, Organsational Development Section, is responsible for:

* leading and managing the Learning and Development Team to identify, develop and deliver innovative, high quality learning and development solutions that align with the agency’s business and strategic goals and support ongoing organisational capability uplift.
* consulting and collaborating with internal L&D training spokes located within the Divisions to ensure the alignment of specialist development opportunities with organisational Learning and Development outcomes.
* developing and implementing relevant learning and development frameworks, policies and procedures
* applying contemporary knowledge of issues, trends and best practice to champion effective and high quality learning and development within the agency
* building and maintaining strong working relationships with internal stakeholders and key external stakeholders such as AUSTRAC’s Executive, Australian Public Service Commission and other APS agencies to identify capability gaps and broader development opportunities.
* enabling the business to drive capability development initiatives through the use of existing resources and technology, leveraging opportunities both within the agency and across the APS
* working closely with the HR Section to ensure learning and development activities are integrated into the agency’s people management strategies (e.g. recruitment, performance management).
* managing the reporting needs on a recurring basis to collect, analyse and report on data relating to learning and development needs and reporting on return of investment relevant to development initiatives.

## PROFESSIONAL CAPABILITIES

[If a qualification is required, enter requirement here, or delete.]

|  |  |
| --- | --- |
| **Capability** | **Descriptor** |
| **Learning and Development** | Provide expert advice to managers and leaders on fit-for-purpose learning and development management strategies to close capability gaps, support informed selection choices, and align with Branch Workforce Plans.  Encourage the capability growth of teams and of current and potential leaders, through the design and delivery of tailored development, mobility and career management programs.  Collaborate with peers across the sector to build talent pipelines for common roles and key professional streams, enhancing the sector’s appeal as an employer.  Encourage use of mobility provisions to support employees to acquire a broad base of experience through their careers and optimise flexible resource deployment.  Manage the design of methods to assess the effectiveness of learning and development programs in building capability and influence the development of future programs, ensuring integration across other workforce management practices. |

## CORE CAPABILITIES

|  |  |
| --- | --- |
| **Capability** | **Descriptor** |
| **Relate and Network** | Builds and maintains relationships within the AUSTRAC and Attorney General portfolio, across the APS, with Government, stakeholders and business partners. Develops and sustains productive internal and external networks relevant to business area and seeks to develop mutually beneficial relationships. Anticipates and ensures responsiveness to stakeholder needs. Works collaboratively and widely to establish and develop cooperative relationships and mutually beneficial alliances. |
| **Drive and Achievement** | Supports high levels of responsiveness to changing demands and high standards of performance in work area.  Works to create the environment for success by providing opportunities for the expansion of capability in others and effectively utilising key individuals.  Supports a culture of achievement and excellence within area of responsibility.  Seeks feedback from stakeholders to gauge performance, is accountable and takes personal responsibility for own and team work outputs.  Critically assesses own performance to identify areas of development need. |
| **Communicates Effectively** | Presents information with a high level of proficiency and for maximum effect.  Structures communication appropriately to ensure understanding and address task requirements.  Communicates constantly and meaningfully with employees.  Represents the work area and AUSTRAC professionally.  Clearly articulates the work area’s views and position.  Engages in active listening and seeks clarification of own and others’ understanding.  Recognises and interprets non-verbal cues appropriately.  Effectively adapts communication style and technical complexity of message to meet audience levels of understanding.  Leads and facilitates discussion, debate and feedback.  Creates opportunities for others to be heard. |
| **Adapt and Respond to Change** | Effectively implements change and translates change initiatives into practical strategies. Demonstrates initiative, flexibility and resourcefulness in dealing with uncertainty and change. Evaluates progress in change initiatives and makes necessary adjustments. Engages others in change processes and provides clear guidance and support for those transitioning through change processes. |
| **Apply Expertise** | Ensures own expertise contributes to achieving business unit outcomes and goals. Provides sound advice on complex technical or professional issues. Makes significant contributions to particular area of professional or technical expertise and ensures work area output meets relevant policy or procedural quality requirements. Is recognised as a professional or technical expert or specialist. |
| **Lead and Supervise** | Works to create the environment for success by providing opportunities for the expansion of capability in others and effectively utilising key individuals. Takes responsibility for managing work area including assigning and managing workloads, identifying resource needs and ensuring workplace goals are accomplished within deadlines. Supports a culture of achievement and excellence within area of responsibility. Takes responsibility for developing capability in a team environment by coaching others. Identifies opportunities for people to engage in continuous learning and development and provides effective feedback. Undertakes performance management responsibilities in a timely and constructive manner and fosters active participation in performance management processes. |