# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Learning Designer/Curator |
| Job Reference | 71297 |
| Tenure | Indefinite  |
| Salary Range | AU$83 687 to AU$94 679 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Melbourne, Sydney, Canberra, Brisbane, Hobart or Adelaide. Other locations by negotiation |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents Only
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| Position reports to the | Executive Manager – CSIRO Learning Academy |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Rod Harper via email at Rod.Harper@csiro.au or phone +61 3 9518 5996  |
| How to apply | Apply online at <https://jobs.csiro.au/> Internal applicants please apply via **Jobs Central**If you experience difficulties when applying, please email careers.online@csiro.au or call 1300 984 220. |

### Role Overview

## The role of Administrative staff in CSIRO is to provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the Organisation and the Business Unit to achieve their objectives and meet Government and regulatory responsibilities.

### The Learning Designer/Curator role will be part of the Learning Academy team in CSIRO’s Workforce Strategy and Analytics group. The role will develop a portfolio of learning solutions, including digital and multi-mode offerings, that will enable workforce upskilling to develop future critical capabilities across CSIRO. The position will be part of an innovative, diverse, agile and high-performing design and curation team who are addressing CSIRO’s learning needs in line with the Workforce Strategy.

### Through the delivery of effective and appealing solutions, the role will contribute to the pool of learning design and capability to enable workforce upskilling aligned to identified strategic capabilities. Working with a range of stakeholders, the position will ensure the organisational learning curriculum is aligned to key strategic inputs.

### Duties and Key Result Areas

* Contribute to the design, development and implementation of innovative, high quality and engaging learning solutions that enables the development of future critical capabilities across the organisation, in line with the Workforce Strategy.
* Work as part of a high-performing learning design and curation team to deliver outcomes to the Organisation through the delivery of a consistent learning approach building awesome People Experiences.
* Support the development and delivery of robust data & evaluation methodology to ensure the execution and impact against the CSIRO Workforce Strategy.
* Actively partner with external vendors ensuring that outcomes are delivered in line with agreed budgets and timelines.
* Support a modern and digitally enabled approach to learning that ensures optimal quality and scale of learning opportunities and positively transforms learning experiences at CSIRO.
* Work with key partners within the business and builds partnerships, seeking input, sharing ideas and providing strategic input to addressing critical learning needs.
* Participate in planning the activities of the group.
* Liaise with clients using discipline expertise to anticipate their needs and develop and review policies, procedures, systems and make recommendations to guide management decisions.
* Take personal responsibility for client satisfaction, correct problems promptly and constructively.
* Establish networks with other professionals in their field to ensure that the service provided continues to add value.
* Maintain confidentiality when dealing with commercially sensitive or personal information.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **Required Competencies**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
* **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Relevant qualifications/experience in conjunction with demonstrated achievement in learning or instructional design roles.
2. Significant instructional design experience including design and curation of creative, edgy and engaging learning content and solutions.
3. A proven ability to deliver effective and cost-efficient learning programs, monitor their effectiveness and track ROI.
4. A strong history of developing at-scale engagement activities to maximise participation and adoption of learning solutions and products.
5. Demonstrated ability to proactively engage with stakeholders to identify learning needs and solutions.
6. A significant record as an innovator and proponent of technology to transform people experiences for the better.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* 1. People First
	2. Further Together
	3. Making it Real
	4. Trusted