



POSITION DESCRIPTION

Position Title	Manager Digital Skills Development	Position No.	50029943
Team	People & Culture	Classification	Administrative/Professional
Department	Learning	Schedule Roster Cycle	Schedule A Select
Location	Ultimo	Band / Level	Band 9
Reports to	Head of Learning and Development 50027472	HR Endorsement	7/01/2020

Purpose

Develop and manage strategies, programs and services to develop digital media skills and media industry knowledge which will enable the ABC to develop its industry potential, build a capable and diverse workforce, and support a positive workplace culture based on shared values and common goals.

Key Accountabilities

1. Strategic Planning

- Work collaboratively across the business, to develop a Corporate-wide strategy to meet the emerging digital media skill requirements of the ABC.
- Work closely with Business Partner teams to maximise alignment between Division-wide initiatives and Corporate-wide initiatives.

2. Program Development and Delivery

- Develop, manage and deliver innovative Corporate-wide programs, events, systems and tools in relation to Media Industry Knowledge & Digital Literacy, and Digital Media Skills, whilst ensuring behavioural alignment with ABC Corporate Values
- Ensure approaches to digital media skills acquisition draw on best practice learning organisation and knowledge management theories and practices.
- Develop flexible delivery mechanisms to support skills development and knowledge management of skills in the ABC Australia-wide.
- Source resources needed to deliver digital media skills development by identifying appropriate internal and external expertise and developing and gaining endorsement for funding or revenue sources to support implementation.
- Project manage significant digital media skills development projects.
- Monitor programs and initiatives to ensure quality of delivery.

3. Relationship Management

- Work closely with L&D Consultants within the Learning Team to ensure an integrated approach to Digital Media skill development.
- Establish and maintain effective working relationships with key stakeholders within the ABC, particularly in the content teams, to maintain alignment between learning initiatives and strategic requirements.
- Maintain effective communication with ABC People and Culture colleagues to share information, keep abreast of relevant issues/developments across the corporation and ensure alignment of learning projects.

4. Leadership & Industry awareness

- As a member of the Learning management team, support the team in achieving the Learning strategy for the organisation.





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- Keep abreast of relevant issues and developments across both the corporation and in the wider media industry to ensure alignment of advice with the rest of the business.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Significant experience in Digital Media and/or a providing effective learning and development in relation to Digital Media.
2. High level of experience in developing a learning strategy and delivering across an organisation.
3. Demonstrated understanding of adult learning methodologies and best practice in relation to digital skill development together with significant experience in innovative learning solution design, development and delivery.
4. High level skills in managing multiple projects, challenges and conflicting priorities, in a learning and development environment.
5. High level ability to build and manage effective collaborative relationships with colleagues, subject matter experts and senior stakeholders.
6. Demonstrated capability as a facilitator of learning activities.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
9. **Diversity and Inclusion:** Experience in building an inclusive and supportive culture where diversity is valued.