

Position Description

Title	Capability Curriculum & Program Manager	Date	November 2018
Division	People & Culture	Grade	
Branch	Organisational Capability	Reference	HR use only
Reports to	Senior Manager – Organisational Capability	SAP Position No	HR use only
No of Reports (Attach Org Chart)	Nil		
Developed By		Approved By	
Agreement	Snr Contract	<input checked="" type="checkbox"/>	

Context of Position

This role is responsible for the strategy of the design, development and evaluation of Ausgrid's organisational capability curriculum and programs. They engage across the business to identify strategic organisational capability initiatives, evaluate capability development requirements, and assess implementation methodologies to facilitate successful sustained change, continuous learning and capability development. They manage end-to-end delivery of a broad curriculum incorporating technical training, leadership development, behavioural and enabling capabilities, coaching and mentoring, and OD programs.

A key focus for this position is the modernisation of the existing course catalogue, learning solution design methodology, and the learning governance processes that address a broad curriculum of interventions from technical training through strategic organisational development initiatives.

This role is very hands-on and project management focused.

Key Accountabilities

- Develop and lead the implementation of strategic priorities for organisational capability (OC) across the business. This includes defining the organisation wide areas of capability uplift, modernise existing course catalogues and develop the learning governance framework
- Design and lead the implementation of the OC governance structure to deliver organisation-wide capability program initiatives
- Investigate and analyse transformation initiatives across the business, assess divisional strategic road maps and organisation-wide change plans to identify capability development requirements
- In collaboration with OC stakeholders and relevant business areas provide expert advice towards the plan and delivery of integrated learning solutions for organisation wide capability reform strategies
- Support the development of a high performance culture by identifying, assessing and building integrated capability development solutions to support the rollout of organisational development programs
- Manage support resources within budget and negotiate commercially viable contracts with facilitators and other external training providers
- Identify opportunities to better integrate and grow the use of the e-learning platform, and coordinate training releases and prepare and distribute quarterly reporting regarding e-learning usage and completion rates
- Design and promote a Capability Development Calendar of organisation-wide development programs

to ensure full awareness of learning events and alignment with the business

- Contribute to the development and implementation of new learning & development policies and practices
- Contribute to the development of a comprehensive L & D framework across all business streams including capability frameworks and pathways
- Create a network of SMEs and business leaders to maintain the Ausgrid technical training framework and matrix, identifying regulatory and other compliance requirements and defining the training required by our staff, contractors and ASPs to work on and around the Ausgrid network
- Incorporate and reference performance standards, e.g. Work Safe, Live Safe, in learning solutions to reinforce behavioural requirements
- Engage with content owners throughout material design and creation stages to ensure authorisation at implementation
- Facilitate discussions with content owners to define learning outcomes that are aligned with operational needs of internal and external workers, and reflect new standards and technology and industry best practice
- Build and manage learning evaluation measurement systems to assess quality and cost effectiveness of learning solutions and seek to continuously improve
- Maintain curriculum assessments including the ongoing auditing and maintenance of programs/providers to ensure content effectiveness

Key Relationships

- HR and L&D Business Partners
- ELT and Senior management
- Subject matter experts
- Business Stream leaders

Education, Experience and Skills

Essential:

- Tertiary qualifications in Organisational Psychology, Human Resource Management, Education, Training or related disciplines
- A minimum of 10 years' experience In L&D within a medium-large organisation, along with a solid understanding of key related HR/training areas
- Demonstrated experience in business change design in medium-large organizations
- Significant demonstrated experience in developing, initiating and executing organisational development activities and plans - including providing guidance & leadership in Communication, Coordination and Analysis
- Strong understanding of organisational issues and challenges when going through organisational capability change
- Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines
- Capacity to work independently with minimal direction and collaboratively in a team environment
- High-level customer focus and stakeholder management skills
- Proven analytical, conceptual and problem solving skills
- Desire and ability to work in a fast-paced close-knit team environment, developing effective and positive working relationships with colleagues
- Excellent interpersonal skills with demonstrated ability to communicate with internal and external stakeholders with clarity and precision both in writing and verbally.