

A more equitable world through better health.



POSITION DETAILS

TITLE	Learning & Organisational Development Manager
CLASSIFICATION	Professional Level 10+: \$150k - \$160k + super + salary packaging
TIME FRACTION	Full Time
CONTRACT TYPE	Ongoing
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land / Work From Home
REPORTS TO	Chief People Officer
DIRECT REPORTS	People Coordinator
LAST UPDATED	May 24

POSITION SNAPSHOT

This position will be responsible for developing and leading an innovating Learning & Development (L&D) function for the organisation. The incumbent will lead a mix of operational, project and strategic L&D initiatives aimed at enhancing learning and skill development in order to grow the careers & capabilities of our employees. They will also be a subject matter expert on culture and engagement, overseeing the culture survey and designing & implementing initiatives to enhance employee engagement and reward & recognition. A key outcome for the role will be to positively influence the importance of quality people leadership in a highly technical workforce. This position will oversee the L&D budget and management of a 1.0 FTE position.

KEY RESPONSIBILITY AREAS

1. LEARNING & DEVELOPMENT	<ul style="list-style-type: none">Develop a Learning & Development strategy.Implement a fit for purpose Learning Management System, capable of reporting on skill development.Design career paths and develop a robust succession planning approach, linked to development needs.Define key capabilities and skills needed across the organisation.Embed our values into performance management, reward and recognition.Design and procure a range of development opportunities for technical and people leaders including emerging leaders, managers and senior leaders.Oversee the budget for Learning & Development activities.Conduct bi-annual culture surveys and reporting in relation to Learning & Development and analysis data to inform organisational response to areas in need of improvement.Review our approach to induction and onboarding.Work closely with the People Manager on reward & recognition initiatives.Positively influence the importance of quality people leadership in a highly technical workforce.
2. PEOPLE LEADERSHIP	<ul style="list-style-type: none">Ensure participation of all staff in the People Development Framework (PDF) to enhance performance and identify training, professional development and career coaching needs.Ensure compliance within the group in relation to all required compliance training including online and face to face training.Manage People issues with the support and guidance from the People Team as needed.Manage leave within the group to ensure leave balances are kept within institute policy guidelines.Coach and support staff.
3. TRAINING	<ul style="list-style-type: none">Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	A minimum of 5 years of experience working in a similar in-house Learning & Development role at a senior level.	Essential
2.	Previous experience developing and implementing an impactful Learning & Development strategy with demonstrated results.	Essential
3.	An innovative mindset and a solid understanding of contemporary Learning & Development best practice.	Essential
4.	Demonstrated experience in the design and implementation of culture & engagement initiatives	Essential
5.	Demonstrated experiencing identifying organisational wide areas for improvement in relation to Learning & Development and leading change management with impactful results.	Essential
6.	Previous experience working with Learning Management Systems and developing online modules/ learning content.	Essential
7.	Previous L&D experience working within academic, health, or research settings	Desirable
8.	A Bachelor degree in HR or Business	Desirable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers. This role will play a key role in helping achieve the strategies third priority area (People) by leading key projects and organisational wide initiatives that will foster future leadership and drive learning and career development across the institute. The incumbent will drive staff careers, development, and people leadership capabilities as well as improving reward & recognition and culture & engagement across the organisation with an aim of becoming an employer of choice.

OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE	No Contact With Children
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ENQUIRIES

For enquiries, please contact careers@burnet.edu.au