

POSITION DESCRIPTION

Position Title:	Learning Design Lead – NIDA Corporate training
Remuneration:	\$120,000 gross per annum (based on a 5-day working week) + 12% Superannuation
Award Level:	9+
Employment Type:	Full-Time
Term of contract:	2-year Fixed Term contract
Award:	Educational Services (Post-Secondary Education) Award 2020
Business Unit:	NIDA Corporate Training

OBJECTIVE

As NIDA's commercial training division, **NIDA Corporate Training** applies the principles of the performing arts to help professionals communicate and present with authenticity, confidence, and impact. We partner with Australia's leading organisations, offering both public and customised programs that develop real-world communication capability and leadership presence.

The **Learning Design Lead** plays a pivotal role in ensuring that NIDA Corporate Training's suite of communication, leadership, and presentation programs remain **high-quality, commercially viable, and aligned with market trends**.

This role **oversees and manages** the design, development and delivery team and processes, ensuring NIDA's training maintains its reputation for excellence and innovation. The role provides strategic direction and quality assurance across all training activity, leading a small internal team and a large pool of casual tutors to deliver **consistently outstanding participant experiences and results**.

This is a **hands-on leadership role**, responsible for ensuring every course meets client needs, reflects NIDA's methodology, and achieves excellent participant feedback.

KEY ACCOUNTABILITIES

- **Lead and manage** the Learning Design team to deliver high-quality, commercially effective training aligned with client demand and industry trends.
- **Oversee, coach, and support** casual tutors to ensure delivery excellence and a consistent participant experience across all programs.
- **Monitor and respond to training feedback and evaluation data**, ensuring NIDA Corporate Training continues to achieve high satisfaction and impact ratings.
- **Review and guide** learning design outputs ensuring quality, consistency and alignment with NIDA's methodology.
- **Stay across communication and leadership training trends**, integrating relevant insights into program design and delivery to keep offerings contemporary and in demand.
- **Collaborate cross-functionally** with the Business Development, Client Relationship, Operations and Marketing teams to ensure programs meet client needs and business objectives.
- **Drive innovation and efficiency** in training delivery methods, tutor development and internal processes to future-proof the business.
- **Oversee resource planning and team performance**, managing priorities and workload effectively to meet deadlines and financial targets.

- **Champion a culture of continuous improvement**, leveraging technology, data, and client insights to enhance training quality and impact.
- **Adhere to all WHS requirements** of the organisation and relevant associated legislation.

KEY PROFESSIONAL RELATIONSHIPS

Reports to: Head of NIDA Corporate Training

Supervises: Learning & Design Team (2.2 FTE across 3 staff members) and NIDA Casual Tutors

Internal: Operations Manager (NIDA Corporate); Business Development Manager (NIDA Corporate); Client Relationship Team Leader (NIDA Corporate); Marketing Team; other internal departments

External: Public & Private Sector Clients, Business Partners

SELECTION CRITERIA

Essential:

- Demonstrated leadership experience in a learning or training environment, with proven ability to motivate, coach, and develop a team.
- Proven ability to oversee the design and delivery of learning programs that align with client needs and organisational goals.
- Minimum 5 years' experience in learning and development or program management, ideally within a corporate or professional training context.
- Strong understanding of learning design principles (but not necessarily a practitioner background).
- Exceptional stakeholder management skills, with the ability to collaborate across business functions.
- Demonstrated success in managing and developing casual or contract trainers/facilitators.
- Excellent written and verbal communication skills, with proficiency in Microsoft Office, CRM systems, and collaboration tools.
- Highly organised, with the ability to manage multiple priorities and deliver within time and budget constraints.
- A growth mindset and commitment to innovation, continuous improvement, and data-driven decision-making.
- Experience with and/or willingness to engage with practices that support an inclusive environment for marginalised people.

Desirable:

- Experience in communication, presentation, or leadership training sectors.
- Experience using Salesforce or equivalent CRM.
- Experience working for a commercial training provider.

CONTINUOUS REVIEW

This Position Description may be reviewed and updated on a regular basis to reflect changes in the requirements of the position.

We are committed to creating an inclusive and supportive environment. If you require any reasonable adjustments during the application or interview process, please don't hesitate to email us at: peopleandculture@nida.edu.au