

Position Description (PD) Template for Yucca Mountain Lead Lab Activities

SAND2007-4034P

Position Description Number	YM170
Creation Date of PD	
Job Title	Training and Development Lead
SNL Dept Name	YMP Organizational Assurance
SNL Org Number (or TBD)	06033
Number of Openings	1
Description of Position	<p>The Department of Energy (DOE) recently designated Sandia National Laboratories (SNL) as the Lead Laboratory for Repository Systems of the Office of Civilian Radioactive Waste Management, Yucca Mountain Project (YMP). In this role, SNL will establish a large diverse and geographically dispersed organization, which comprises several hundred participants from various national laboratories, industry contractors, and universities. YMP is highly visible, with frequent interactions with the DOE, the Nuclear Regulatory commission, the public, oversight groups, and other stakeholders.</p> <p>The Training and Development Lead will primarily oversee the YMP Lead Lab Training and Qualification Organization. Training and Development Lead responsibilities include identifying programs for design, development and implementation of technical training and qualification products targeted at a scientific audience. Typical activities include organizing and leading department meetings and activities; involvement in training and content analysis and development of instructional materials, instructor's guides, and learner's guides using the Instructional Systems Design (ISD) process. Additional activities include evaluating the effectiveness of training programs and developing marketing campaigns. Additionally, the Training and Development Lead organizes and prioritizes multiple tasks, plans and tracks multiple projects, supports customer needs, promotes safety through utilization of established safety policies and practices, and promotes continuous quality improvement and customer satisfaction through process action teams and focus groups.</p>
Required Skills & Experience	<p>Initiate communication with customers within their organization to determine their training and development needs, including the use of various data collection methods to analyze training needs. Guide subject matter experts and instructional designers in the creation, implementation and evaluation of training programs.</p> <p>Oversee all development of training using the ISD process, and following guidelines established by SNL Corporate Training and Development, OCRWM, DOE, IAEA and other organizations within the nuclear industry as identified by project management.</p> <p>Review course materials and evaluate instructors for effectiveness. Ensure all materials meet Lead Lab standards according to technical quality of course, cognitive learning objectives, adequate assessment of learning and performance, and visual guidelines.</p> <p>Work with members of the training department to answer customer inquiries, including requests for training and/or equivalencies, audit preparation, compliance reports and other needs as they develop. Insure all members of the training department are responding to customer needs in a professional and timely manner.</p> <p>Evaluate organizational effectiveness and assist management in developing organizational strategy in regards to culture, morale and efficiency.</p> <p>Ensure historical reference of course development records and files by compiling course development plans, ISD reports, ISD verification documentation, and course lesson plans, manuals, and materials; establishing course history files; maintain printed and computerized records and files; maintain an effective system for storing and retrieving information (printed and computerized).</p> <p>Ensure that integrated safety management principles are applied to all duties. Perform all activities and tasks in a safe healthful manner.</p>
Desired Skills & Experience (if applicable)	Demonstrated experience in developing regulatory compliance training programs according to the DOE Systematic Approach to Training (DOE-HDBK-1078-94).
Required Education (Degrees & Levels)	<p>Master's degree emphasizing education, adult learning, instructional/learning technologies, or organizational development. A minimum of 3 years specialized experience applying the principles, practices, and techniques used in the Instructional Systems Design (ISD) process.</p> <p>Knowledge of and experience in adult learning, training program development, electronic training delivery and organizational development. Advanced knowledge of the ISD process and</p>

	<p>demonstrated skill in applying ISD methodology, including the ability to proficiently perform job, task, and content analysis and to effectively develop a variety of instructional materials.</p> <p>Strong analytical, problem-solving, and project management skills.</p> <p>Effective and demonstrated interpersonal, teamwork, and customer-service skills and experience in working with cross-organizational teams to achieve common goals. Candidates must be flexible and creative, and must have excellent technical writing and verbal communication skills.</p> <p>A strong working knowledge of PCs and related MS Office applications.</p> <p>Ability to obtain and maintain an appropriate DOE security clearance.</p> <p>Work is normally performed in an office, workshop, or classroom setting. Sedentary work, which requires sitting most of the time. May involve standing, walking, and kneeling for brief periods. May involve minimal or infrequent lifting or carrying less than 35 pounds.</p> <p>This position may require frequent travel in support of the YMP Training and Qualification Organization's customers.</p>	
Desired Education (Degrees & Levels - if applicable)	Advanced degree or equivalent experience in instructional multimedia technologies, computer/web-based training development, information systems design, information architecture, or content management; DOE qualification in Job Analysis or equivalent; DOE qualification in Basic Instructor Training or equivalent.	
Full Time Position? (Y/N)	Yes	
Job Requires lifting 35+ Pounds (Y/N)	No	
Desired Start Date	12/01/06	
Can this position accommodate...		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)

Please Select All Related WBS Elements for this PD
(required for distributing PDs to contract providers for sourcing)

WBS Elements of 1.5.01	Name	
1.5.01.01	Project Management	X