

JOB DESCRIPTION						
JOB TITLE	Senior Professional, Learning and Development					
DIVISION	Corporate Services	DEPARTMENT		Human Capital Management		
REPORTS TO	Manager, Workforce Planning and Training	SUPERVISES		Human Resource Officer I – Learning and Development		
JOB SUMMARY	The Senior Professional, Learning and Development is responsible for developing, implementing, and evaluating learning and development programs that support the Authority’s goals and objectives and enhance employees’ performance and engagement.					
JOB SPECIFICATION: QUALIFICATIONS AND EXPERIENCE						
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> Bachelor’s Degree in Human Resource Management, Organizational Development or a related discipline. 					
KNOWLEDGE REQUIREMENTS	<ul style="list-style-type: none"> Considerable knowledge of learning and development principles and instructional design. Strong understanding of competency-based training programs. 					
EXPERIENCE	<ul style="list-style-type: none"> Minimum of five (5) years’ experience designing and implementing employee learning and development programs with at least two (2) years in a supervisory role. 					
OTHER	<ul style="list-style-type: none"> Any other equivalent combination of education and experience. 					
COMPETENCIES						
BEHAVIORAL COMPETENCIES	COMPETENCY	FOUNDATIONAL	BASIC	PROFICIENT	ADVANCED	MASTERY
	Attention to detail				■	
	Communication				■	
	Continuous learning				■	
	Conflict resolution			■		
	Client orientation			■		
	Decision making			■		
	Emotional intelligence			■		
	Ethics, integrity and transparency			■		
	Leadership		■			
	Organizational knowledge and awareness		■			
	Strategic thinking		■			
	Analytical skills			■		
	Teamwork			■		
TECHNICAL COMPETENCIES	Human Resource Expertise				■	
	E-Learning Platforms & Practices				■	
	Learning Management Systems				■	
	Knowledge Management				■	

	Training Delivery Methods					
	Building organisational capability					
	Monitoring HR program effectiveness					
	Innovation					
	Relationship management					
	Business Acumen					
	Project Management					
	Critical Analysis					
	Risk Management					
	Written advocacy					
	Proficiency in Microsoft Office Suite					

RESPONSIBILITIES AND ACCOUNTABILITIES

- Conduct annual training needs assessments to identify skills gaps and develop targeted training programs.
- Design and implement learning and development strategies and programs under the guidance of the Manager, Workforce Planning and Training.
- Conduct training and other developmental workshops.
- Assist management with the implementation and management of the Learning Management System (LMS), ensuring efficient delivery and tracking of training programs.
- Develop and maintain competency frameworks to guide employee development and career progression.
- Manage the development of training materials, including manuals, guides, and e-learning content.
- Partner with department heads and Senior HR Management to assist in the establishment of career pathing and team development.
- Assist with the development and monitoring of the Training and Development Budget for the Authority.
- Evaluate the effectiveness of training programs and make recommendations for improvement.
- Support the implementation of organizational change initiatives through targeted training and development programs.
- Ensure compliance with employee training and development policies.
- Assist with the performance assessment of supervised staff.
- Prepare pertinent reports and draft Board Papers as required.
- Stay up-to-date on industry trends, best practices, and new technologies in learning and development to implement new strategies to improve effectiveness of training programs.
- Perform other job-related duties as required.

Submission of Applications:

Email a copy of your CV and Cover letter to: recruitment@eastmanandassociates.net

Application Deadline: 12:00 midnight, September 27th, 2024.

TTRA is committed to creating and maintaining a diverse work environment which promotes inclusion, respect, and dignity. Applications are only open to citizens of Trinidad and Tobago, or CARICOM citizens with a valid CSME Skills Certificate.

Only shortlisted candidates will be contacted.