

GPL-HRD-001/	OUTPUT FOCUS JOB DESCRIPTION		TRAINING & DEVELOPMENT DEPARTMENT
Position: Development Manager	Grade: SM	Incumbent:	Reports To: Divisional Director Human Resources
Manages: Training Officer, Recruitment & Onboarding Officer, Senior Employee Development Officer			

JOB PURPOSE:

The Human Resources Development Manager is responsible for the overall development of Human Resources with the objective of improving the productivity of all employees. The incumbent is responsible for assessing company-wide development needs and developing and executing effective development and training solutions. To be successful, the Human Resources Development Manager will take a consultative and collaborative approaches with Executive Directors and Managers aimed at improving and enhancing an organizational culture of high performance.

KEY OUTPUTS:

1. Development and Implementation of Human Resources Recruitment and Development Strategy.
2. Annual Work Plans of the Human Resources Development Department.
3. Annual Budget for the Human Resources Development Department.
4. Planning, Coordinating, and Execution of Human Resources Development Needs Analysis.
5. Monitoring and Evaluation of all training programmers and other activities.
6. Planning, Coordinating, and Execution of Training Impact Assessment.
7. Human Resources development programmers emanating from the Performance Management System.
8. Succession Planning Programmers and Progress updates
9. Monthly reports of the Human Resources Development Department.

KEY RESPONSIBILITY AREAS:

1. Lead in consultation and collaboration with stakeholders to assess development, training needs and skill gaps of all employees.
2. Design, develop, deliver and evaluate programs and activities to meet the development needs and improve the overall performance of employees.
3. Coordinate the recruitment and onboarding of new employees.
4. Guide and coach Managers and Supervisors in all Human Resources development efforts to assist each employee to maximize their performance.
5. Design and implement leadership development programs and learning paths for Managers and Supervisors that leverage multiple learning approaches.
6. Oversee the implementation and provide support of the Performance Management Systems.
7. Provide ongoing guidance for succession planning and effective implementation of Succession Plans.
8. Assist in designing change management strategies initiatives and provide support for initiatives to build capacity and effectiveness.

9. Design, Develop and update documentation and supporting material for all initiatives as needed.
10. Effective and efficient management and supervision of the Human Resources
11. Development Department.
12. Evaluate Training Officers, Training Coordinators and Instructors performance and the effectiveness of Training programs and providing recommendations for improvement.
13. Supervise the development and organization of training materials, multi-media aids and other educational materials.
14. Review and evaluate all training programs for compliance with agreed standards.
15. Maintain relationship with the training institutions and organizations with the aim of improving Human Resources training and development activities.
16. Develop and maintain a corporate Training Library.

REQUIRED COMPETENCIES

Core/ Leadership	Skill Level & Importance		Description/Behaviors
Adaptability and Managing Change	3	H	<ul style="list-style-type: none"> ➤ Helps others adapt to a changing work environment and to embrace change ➤ Promotes the benefits of a proposed change ➤ Takes time to question; understand and speak to the underlying needs of stakeholders beyond those initially expressed. ➤ Makes/recommends changes to work processes or systems to improve business results. ➤ Develops plans and prioritizes resources to effectively implement change ➤ Remains focused on the desired outcome to help self and others implement change
Communication	3	H	<ul style="list-style-type: none"> ➤ Elicits ideas, comments or feedback on what has been said. ➤ Asks questions to clarify and confirm information to ensure common understanding. ➤ Recognizes others immediate feelings and emotions and responds in ways that communicates clear understanding. ➤ Listens responsively and takes actions to persuade.
Decision- Making	4	H	<ul style="list-style-type: none"> ➤ Applies guidelines and procedures that require some interpretation when dealing with exceptions. ➤ Makes appropriate independent decisions in non-routine situations. ➤ Considers the risks and consequences of action and decisions. ➤ Focuses on innovative rather than ordinary solutions to problems. ➤ Monitors impact and effectiveness of decisions.
Results Oriented	3	H	<ul style="list-style-type: none"> ➤ Tackles difficult problems and takes personal responsibility for reaching solutions. ➤ Sees obstacles as challenges and develops innovative strategies to overcome them. ➤ Strives for continuous improvement and creative solutions. ➤ Sets challenging goals and objectives and measures

			<p>performance against these.</p> <ul style="list-style-type: none"> ➤ Demonstrates the ability to use corporate resources and expertise to achieve desired results.
Teamwork	3	H	<ul style="list-style-type: none"> ➤ Proactively solicits ideas and opinions and shares information and learning with others. ➤ Addresses conflicts or issues within the team in a positive and open manner. ➤ Provides clear feedback to team members. ➤ Engages others in collaborative problem-solving, encouraging them to share their ideas and opinions. ➤ Is open, sincere, and empathetic in dealing with all individuals and in all circumstances.
Leadership and Developing Others	4	H	<ul style="list-style-type: none"> ➤ Communicates and gains team commitment to a vision of what is to be achieved. ➤ Inspires and empowers others to overcome difficulties and achieve. ➤ Driven by high personal standards and strong business ethics. ➤ Personally models desired values, behaviours and work practices (e.g.) shared corporate vision, corporate citizenship, commitment to business goals, values diversity).
Safety	3	H	<ul style="list-style-type: none"> ➤ Serves as a model of safe behavior. ➤ Continuously builds awareness and understanding of safety issues. ➤ Recommends and or improves occupational safety and health procedures to protect and maintain workers' physical and mental health. ➤ Demonstrates and explains safety equipment and /or procedures. ➤ Confronts others about safety concerns and/or violations.

REQUIRED TECHNICAL/ FUNCTIONAL SKILLS

Technical/Functional	Skill Level B, W, A,E	1,2,3,4
Use of Microsoft office suite	W	3
Ability to use – multi-media for power point presentations.	W	2
Be conversant with relevant law, and regulations of Guyana and GPL policies and rules	A	3
Be conversant with the Safety Act and GPL Safety Handbook	A	3
Conversant with ISO 9001 Quality Management System	W	2
Conversant with GPL Performance Management System (PMS)	A	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Master's Degree in Education, Business Management or related discipline from an accredited institution with at least five (5) years' experience in Human Resources development and training.

OR

2. Bachelor's Degree from an accredited institution with at least ten (10) years relevant experience in Human Resources development and training.

LEGEND:

H:	High Requirement. Required performance could not be achieved without demonstration of this competency.
M:	Medium Requirement. Required performance would be difficult to attain without demonstration of this competency.
L:	Low Requirement. Required performance is not dependent on demonstration of this competency.
I,II,III,I V:	The skill level required for effective performance. Skill levels are defined in the Competency Model
*	If a formal leader, all leadership competencies will apply. A formal leader is primarily responsible for the leadership and/or Supervision of others. Duties are generally different than the duties of the others in the group.
B:	Basic – Brief, general familiarity. Understanding of where knowledge can be applied, but limited on-the-job application.
W:	Working – Detailed familiarity and understanding. Proficient in applying the knowledge and skills for regular job requirements.
A:	Advanced – Comprehensive understanding (in-depth familiarity with fine points). Able to handle complex or non-routine applications.
E:	Expert – Comprehensive and conceptual understanding. Expert, “go to” resource, can handle highly complex problems or Situations.

This document is validated as an accurate and true description of the job as signified above.

Employee Sign Date

Supervisor Sign Date

Head of Department/Division Sign Date

Date received in Human Resource Division

Date Created/revised