



Job Description

Position Title	Team Lead Learning and Organization Development
Department	Human Resources
Reporting To	Director Human Resources
Type of Position	Regular

POSITION DESCRIPTION

The individual will be the lead for Learning and Organization Development activities in the University. He/She will be responsible to facilitate employee development through different learning interventions; along with building a cohesive and positive work culture within the organization.

DUTIES AND RESPONSIBILITIES

1. Onboarding
 - a. Manage the new employee Onboarding Program
2. Training and Employee Development
 - a. Plan, develop and facilitate organization wide comprehensive training strategies, methodologies, programs and curriculum, for management opportunity, employee development and technical training, utilizing internal and external subject matter experts, consultants or working independently
 - b. Analyze training needs to develop new training programs or modify and improve existing programs
 - c. Develop and organize training materials and means of measuring the effectiveness of training programs (brochures, manuals, multimedia visual aids, presentations, tests, evaluations, etc.)
 - d. Train instructors and managers in techniques and skills for training and dealing with employees
 - e. Schedule and Document Training
 - i. Maintain a training calendar recording all formal training offered through the organization
 - ii. Manage training schedules and sessions ensuring facility set-up, logistics and employee notification
 - iii. Maintain a database detailing employee training dates, types of training, qualification and recertification dates
 - f. Manage the Traineeship and Internship Programs
 - g. Manage and administer the Professional Development Reimbursement Program
3. Organization Development
 - a. Manage, design, and implement policies and procedures relating to organization development
 - b. Provide analysis, interpretation, observations, recommendations and action planning based on employee survey results.
 - c. Developing leadership techniques and system approaches to create a positive working environment for all employees
 - d. Assisting departments with developing action plans to improve employee engagement and satisfaction
 - e. Mentoring and developing emerging leaders
4. Other
 - a. Assist in evaluating organizational needs and Human Resource strategic planning to develop appropriate training
 - b. Assist in preparing training budget for Human Resources Department and other departments
 - c. Perform other duties as assigned

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REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ Master's Degree required
Required Experience	✓ 10+ years' experience in learning and organization development including management experience.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Writing	High
2.	Time Management	High
3.	Speaking and Presentation Skills	High
4.	Planning	High
5.	Analytical	Medium
6.	Decision Making	Medium

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