

JOB TITLE	ASSISTANT DIRECTOR, TRAINING & DEVELOPMENT
TYPE OF VACANCY	MIDDLE MANAGEMENT
REPORTS TO	VICE PRESIDENT, HUMAN RESOURCES
DEPARTMENT	OFFICE OF THE VICE PRESIDENT. HUMAN RESOURCES DEPARTMENT
SUMMARY: The purpose of the Assistant Director, Training and Development is to act as key contact for employees seeking professional development and training, including providing information and support for staff as required. The Assistant Director will support the Training and Development function and ensure that core and customized training programmes are delivered to the highest standard.	
SPECIFIC DUTIES & RESPONSIBILITIES: The duties and responsibilities of the Assistant Director, Training & Development, include, but are not limited to the following: <ul style="list-style-type: none"> ➤ Design, deliver and review HR training programmes inclusive of in-house and cross training and leadership academy initiatives ➤ Design and maintain a skills matrix ➤ Develop and maintain positive working relationships with course tutors and participants before, during and after courses ➤ Play a key role in researching, proposing and recommending training courses for the staff and faculty ➤ Responsible for all matters relating to the various Professional Development committees as outlined in the Industrial Agreements ➤ Organize all administrative matters related to Staff Development activities including preparation and production of documents such as course materials, reports, submissions and other relevant correspondence ➤ Responsible for the preparation of Training Needs Analysis to support key findings and data related to ongoing staff training development initiatives ➤ Play a key role in researching, proposing training courses for the Staff Development and Training Programmes ➤ Work with relevant groupings on organizing sector wide and customized training initiatives ➤ Preparation of all Briefing Notes related to recommendations from the Faculty & Staff Development Committees ➤ Plan and organize meetings relevant to the Professional Development of employees ➤ Manage, attend and open training courses and related staff development and event management activities ➤ Negotiate costs of course, catering and training material ➤ Liaise and co-ordinate with external facilitators 	

POSITION ANNOUNCEMENT

- Manage accounts for the Training & Development Unit, including processing of invoices and preparation of general purchase requisitions for payment in relation to training courses
- Account and track all expenditure related to training initiatives
- Produce statistical reports and analysis of course evaluation forms and make appropriate recommendations and introduce required changes where necessary
- Manage the tuition waiver portfolio for dependents and employees
- Assist in the production of in-house booklets and advertising publications and reports to support all training initiatives
- Participate in designated committees
- Serve as HR Representative on interview boards

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent communication skills, both written and verbal
- Ability to give presentations and train staff
- High level of organizational skills and strong administrative ability
- IT skills including Microsoft Word, Excel, PowerPoint and E-mail
- Proven customer service skills
- Highest regard for working in a confidential environment
- Ability to work both as a part of a team and independently
- Flexible approach to work
- Experience in HR training or an HR related function

QUALIFICATIONS:

- A Bachelor's Degree in Human Resources, Business Administration or related field;
- At least five (5) years of work experience as an Assistant Director I, or equivalent position

Salary Grade	AD-II
Date Published	November 17, 2022
Application End Date	December 1, 2022 (Until Filled)
Date to be Removed	December 1, 2022 (Until Filled)

Requested Information: Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*), via the email address below:

- A letter of interest highlighting work experience and accomplishments relevant to the position;
- A curriculum vitae or resume;
- Completed Employment Application Form – Staff ([Application-for-Employment-Staff.pdf](https://ub.edu.bs/Application-for-Employment-Staff.pdf) (ub.edu.bs));
- Copies of all academic qualifications with transcripts (original transcripts will be required upon employment), certificates; and



POSITION ANNOUNCEMENT

- The names and contact information of three professional references.

Applications will NOT be considered without the complete package.

Email Address: hrapply@ub.edu.bs
Subject: Assistant Director, Training & Development
Attn: Vice President, Human Resources

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Assistant Director, Training & Development.