Human Resources Job Function

HR Learning and Development Mgt VI
Grade: 60
Job Code: H2060M
Job Family: HR Learning and Development
Job Family Matrix: HR Learning and Development Matrix

Summary
Direct a wide range of duties related to creating training and development opportunities. Responsibilities may include curriculum design and development, training delivery, program evaluation, and program management and project oversight.

Core Duties
- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment.
- Direct and develop the planning, design, development and implementation for training and program curriculums.
- Direct the development and implementation of new trainings and programs.
- Direct full spectrum of an assigned program or initiative.
- Direct outreach, marketing, branding and community relations for programs and trainings; develop strategies to increase engagement.
- Direct the development of reports and metrics to measure effectiveness and set the strategic direction.
- Evaluate programs/trainings; recommend changes, enhancements, additions, removals, etc.
- Develop, and implement processes and procedures.
- Keep current with trends in field to improve programs and trainings.
- Collaborate with University leadership in the delivery of programs and trainings to diagnose and resolve issues.
- Develop, manage, and oversee departmental budget.
- Ensure compliance with University policies and procedures and applicable legal rules and regulations.

Basic Qualifications
- Bachelor’s degree or equivalent work experience required.
- Minimum of 10 years’ relevant work experience.
- Supervisory experience.

Additional Qualifications and Skills
- Master’s degree in relevant field.
- Experience with instructional design principles, adult learning theory, and designing and delivering learning solutions.
- Strong knowledge of HR operations and administration and social networking methods.

Certificates and Licenses

Physical Requirements

Working Conditions
- Work is performed in an office setting.