Human Resources Job Function

HR Learning and Development Mgt V
Grade: 59
Job Code: H2059M
Job Family: HR Learning and Development
Job Family Matrix: HR Learning and Development Matrix

Summary
Lead 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
- Lead and implement the planning, design, development and implementation for training and program curriculums
- Develop and implement new trainings and programs
- Lead full spectrum of an assigned program or initiative
- Lead outreach, marketing, branding and community relations for programs and trainings; develop strategies to increase engagement
- Develop, analyze, present specialized and ad hoc reports and metrics to assist with setting the strategic direction
- Evaluate programs/trainings; seek efficiencies and implement improvements in processes
- 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
- Represent unit on university and/or external committees
- May 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 8 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