

JOB DESCRIPTION – MANAGER TRAINING

Directorate: HR & Administration

Reports to: Director HR & Administration

Main Objectives of the Position

Reporting directly to the HR and Administration Director, the role of the Training Manager is to optimise the Authority's human resources through the identification of employees' training and development needs. The manager will be responsible to formulate an effective organizational training strategy, oversee its implementation and assess its outcomes. The main objective of this position is to work closely with the Authority's Directorates and their respective departments to design and implement methods to educate, enhance and recognise employee performance in order to better achieve the Authority's strategic goals.

Main Duties and Responsibilities

The Employee will be required to:

- Identify and assess current and future training needs;
- Design and expand training and development programmes based on the needs of the Authority and the individual;
- Set up a detailed annual training plan, which will be reviewed, and amended (if necessary) on a quarterly basis;
- Set up and implement a wide variety of training methods;
- Conduct effective job analysis and performance appraisals and assess their outcomes;
- Enhance through training, the skills of the Authority's workforce;
- Carry out exercises to continuously improve employee attitude scores towards management;
- Organise orientation programs and set and deliver induction sessions to new employees;
- Mentor employees and discuss with departmental managers and directors for staff skills needed and possible training plans;
- Keep the top management updated regarding the current and future training needs, the ongoing training and development programs and propose new training ideas;
- Develop and maintain organisational communication using different media to ensure employees are aware of training and development programs and opportunities;
- Work closely with top management and HR staff for the effective implementation of training strategies;

- Work with external providers to develop specific courses;
- Write reports and keep and update training records;
- Work within and effectively manage allocated budgets;
- Manage any EU funded projects that may be awarded;
- Develop testing and evaluation procedures and amend or revise strategies and programmes as necessary, in order to adapt to changes occurring in the work environment;
- Develop and produce training materials for in-house courses including training aids such as manuals, handbooks and other informative and educational material;
- Review and evaluate training programs for compliance with Government standards;
- Keep up to date with developments in training by attending meetings and any relevant courses;
- Carry out research about new technologies and methodologies regarding workplace training and development;
- Carry out any other duties that may be assigned by superiors from time to time.

Competencies:

The employee must:

- Be self motivated and willing to continuously improve him/herself;
- Be well versed in employee development trends;
- Have excellent leadership and management skills;
- Have outstanding teaching skills and be self confident, patient and charismatic;
- Have excellent communication skills in the Maltese and English languages, both written and oral;
- Be Knowledgeable in e-learning techniques, and where relevant, be able to deliver e-learning packages;
- Possess strategic thinking capabilities and experience in training and development strategies;
- Be capable of delivering quick and practical solutions;
- Possess critical decision making and problem solving skills;
- Be result and goal oriented and able to achieve the targets set by the Directorate;
- Be efficient under pressure and adaptable to conflict resolution;
- Be willing to further enhance his/her education and skills through departmental training ensuring personal growth and development within the Authority;
- Possess a sound knowledge of Human Resources strategy, principles and functions in order to establish how training and development will support the Authority's workforce;
- Be an excellent communicator hence, able to facilitate group discussions, learning sessions, seminars and workshops;
- Have excellent public speaking capabilities;
- Be able to work efficiently and effectively in a team.

Qualifications and Experience

Applicants must be:

- In possession of a recognized post-graduate degree (Masters') at MQF Level 7, or an appropriate, recognized comparable qualification in Human Resources, Training and Development, Business Management and/or Psychology or a related subject area and two (2) years relevant work experience;

OR

- In possession of a recognized first degree at MQF Level 6, or an appropriate, recognized comparable qualification in Human Resources, Training and Development, Business Management and/or Psychology or a related subject area and four (4) years relevant work experience.

Note:

- a) With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the National Commission for Further and Higher Education (NCFHE), or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.*
- b) Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the receiving department/directorate as soon as it is available and, in any case, by not later than one month from the closing date of the call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control may request an extension of this time limit, up to a further one month, from the department/directorate receiving the applications, indicating clearly the reasons for the delay. Requests for extensions beyond this period are to be submitted for the consideration of the Public Service Commission.*
- c) Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the National Commission for Further and Higher Education website (<http://www.ncfhe.org.mt/>). In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC in such a case the applicant shall be given one month to procure the statement, subject to the possibility of extension as provided for in sub-paragraph (b) above.*

Interested candidates are to submit their application together with an up to date detailed Europass CV to the Human Resources Department on vacancies.mta@visitmalta.com by not later than Thursday 29th October 2020.

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