

**ST. LAWRENCE COLLEGE
ADMINISTRATIVE POSITION DESCRIPTION**

DATE: July 2010

POSITION TITLE: Manager, Professional Development and Training

INCUMBENT: Vacant

REPORTS TO: Director of Human Resources and Organizational Development

POSITION SUMMARY:

The Manager, Professional Development and Training is responsible for planning, developing, delivering and evaluating a variety of development and educational programs for St. Lawrence College staff and faculty. A mix of professional development, personal development, organizational health initiatives, and orientation programs are planned and delivered to serve the needs of the College. The incumbent must manage people and budgets and maintain links with all campuses, all divisions, and the community as well to meet or exceed the educational quality standards of the College.

KEY DUTIES:

Administration

35%

- Responsible for recruiting, hiring, orienting, coaching and evaluating internal and external trainers and facilitators. Schedules and assigns work.
- Manages the departmental budget.
- Develops and maintains information/tracking system on all employee training and development programs and activities, including participation and outcomes for accountability and as a basis for decision making.
- Report on progress to Director, HR&OD
- Manage the creation of all promotional material and marketing activities
- Manage the logistics for each event including vendors, suppliers, budget and resources
- Hires, directs/supervises and negotiates with consultants, trainers and facilitators to provide relevant and timely programs and services in a cost-effective, high quality manner.
- Responsible for managing the annual professional development leave process for all employees ensuring timely communication, providing feedback to employees regarding proposals, and monitoring and tracking interim and final professional development leave reports.

Learning and Professional Development

65%

- Collaborate with HR Team and key stakeholders to identify, develop and continuously enhance programs, policies and processes to support organizational strategy and HR objectives
- Researches the training and development field to identify existing and future needs and programs that are appropriate for staff and faculty to pursue. This includes working with academic areas to create learning opportunities.
- Design and deliver a varied and complete leadership and professional development Curriculum - including on-boarding, integration of on-line development tools, classroom training, action learning, group/team coaching aligned with academic, support and administrative needs.
- Designs and delivers/facilitates, in conjunction with HR Team, HR-specific workshops (i.e. Recruitment & Selection, Policy Awareness, Orientation Program)
- Design, implement and oversee the delivery/facilitation of train-the-trainer sessions, seminars, workshops and team meetings
- Work collaboratively with IT, FMS and Marketing to ensure objectives are met.

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- Present information on projects and initiatives to Dean’s council, CMC and other SLC bodies as needed.
- Conducts ongoing needs assessments to determine the learning needs of employees through review of Faculty/Departmental business plans, performance appraisals, etc.
- Proactively liaises with training facilitators/consultants and provides troubleshooting/coaching related to training/trainer issues that may arise. Terminates consultants/trainers if not meeting quality standards and stated expectations.
- Manages production and delivery of marketing materials (e.g. training brochures, schedules and flyers) to communicate program, as well as promote/stimulate a better overall college climate and culture.
- Manage PD Website including content and communication.
- Uses a variety of techniques to solicit feedback in order to continuously evaluate programs and ensure high quality training events that meet the identified needs and stated learning outcomes linked to the college’s strategic plan.
- Responsible for managing the delivery of teacher training. In consultation with FOL Experts, responsible for planning and managing the delivery of training initiatives to support the teaching/learning process.
- Represent the college on regional and provincial committees.

FACTOR ANALYSIS
<p>1. COMPLEXITY - JUDGEMENT (Decision Making)</p> <p>The work is generally diversified. Employee decision making is aimed at achieving short and long term goals. Employee develops and implements solutions to problems from factual background and fundamental principles and may have to adapt to conditions that change frequently.</p>
<p>2. EDUCATION</p> <p>3 year post secondary education or equivalent. Certification in Adult Training and Development, Presentation/Instructional/Facilitation Skills Certification desirable.</p>
<p>3. EXPERIENCE</p> <p>Up to and including 8 years experience</p>
<p>4. INITIATIVE – INDEPENDENCE OF ACTION</p> <p>Plans, organizes and implements operations for the Professional Development and Training area in the Human Resources department. Uses guidelines, policies, standards to attain desired objectives. Identifies, develops and manages significant new opportunities</p>

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5. POTENTIAL IMPACT OF DECISIONS

Errors in judgement could cause identifiable losses to the college. Inappropriate or inadequate training opportunities provided to management impacts on retention of key employees and increases turnover; loss of credibility/reputation. May cause substantial delays in delivery of strategic training and development initiatives.

6. CONTACTS AND WORKING RELATIONSHIPS

Requires highly developed communication skills to discuss and resolve problem, prepare documents and reports and to market programs. Regular contact with all levels of employees require well developed human relations skills. Comfort and abilities in a training and facilitating environment are necessary.

7a. CHARACTER OF SUPERVISION

Acts as a consultant to college management and employees.

Assigns training providers work to be done.

7b. SPAN OF CONTROL

Up to three employees including a training assistant, academic liaison and student

8. PHYSICAL / SENSORY DEMANDS

Considerable physical effort required on a regular basis - sitting in meetings, keyboarding, standing for extended periods while facilitating, etc. Intermediate sensory exertion is regular and ongoing - close attention to detail required to develop training programs, prepare promotional and marketing materials, etc. Lifting or carrying medium weight training materials, supplies and equipment.

9. WORKING CONDITIONS

The work is performed in an environment with occasional exposure to minor disagreeable conditions or hazards (e.g. irregular work hours, travel to local offsite meetings, dealing with difficult individuals).