

3.2015

Job title: **MANAGEMENT DEVELOPMENT SPECIALIST**

Reporting relationship: Assistant Director, HR

RESPONSIBILITIES:

1. Facilitate core workshops and programs that comprise the Leadership Development Program for managers and supervisors.
2. Review and evaluate existing learning strategies and workshops for effectiveness and return on investment to the organization and participants. Work with Assistant Director, HR to continually improve content, design and presentation methods.
3. In conjunction with the Assistant Director, HR and Employee Engagement and Communications manager, develop content and facilitate monthly lunch and learn sessions and the fall Train the Trainer workshop.
4. Partner with field HR and Personnel Managers to identify areas for improved application of Leadership Development Program concepts in field operations and implement support as necessary to achieve transfer of learning.
5. Obtain and maintain knowledge and skills in related fields including:
 - Learning theory, instructional design, and facilitation skills.
 - Technological advances with training and learning applications.
 - Employment law issues and company policies.
 - Research/trends in organizational development and management theory.
6. Support ongoing professional development of management and supervisory staff by providing individual follow up/coaching on situations and issues as requested or as becomes aware of them.
7. Establish and maintain working relationships with Directors, Managers, and Supervisors in communicating training information, class completions and requirements.
8. Collaborate with the Employee Engagement and Communications Manager as necessary to provide for back-up on LMS and administrative considerations.
9. Act as resource and coach for all departmental trainers to help improve their professional skills in designing and facilitating training programs and strategies.
10. Other duties as assigned.

SKILLS AND KNOWLEDGE:

1. Knowledge and practical experience in effective management skills.
2. Knowledge and concern for organizational and employee issues.
3. Enthusiastic and effective communicator in all professional relationships.
4. Professional facilitation and presentation skills.
5. Professional demeanor and dress in all interactions.
6. Ability to consistently represent Department and Company in positive and professional manner.
7. Ability to relate to a broad cross-section of employees and convey concepts in an understandable, applicable manner.
8. Ability to assess the understanding of course materials by the employees and evaluate each employee's level of comprehension of subject matter.
9. Computer skills with basic software such as Microsoft Word and PowerPoint and skills or aptitude for expanding computer skills utilizing authorware software for e-learning and graphics programs.
10. Previous experience with and/or knowledge of adult learning principles, and interactive instructional design concepts.
11. Writing and proofing skills.
12. Ability to work with limited supervision.
13. Ability to work as part of a creative team.
14. Flexibility in schedule and work assignments.
15. Knowledge of Park and Company and departmental policies and procedures.
16. Must possess a valid driver's license and clean driving record.

PHYSICAL REQUIREMENTS:

1. Ability to stand and speak for extended periods, up to eight hours per day.
2. Ability to travel to training locations through driving, walking, and climbing stairs.
3. Ability to lift and move objects weighing up to 20 lbs.
4. Ability to sit and do computer work for extended periods, up to eight hours a day.

AUTHORITIES:

1. Research, develop and implement management development strategies and systems.
2. Support departmental trainers on program design, materials development, and facilitation.
3. Act as resource for all field management on policy, procedures and employee issues.

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