

## JOB INFORMATION

Effective Date	5/31/2022
Job Code:	3375
Job Title:	Senior Manager, Training and Development
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Human Resources
Job Family:	Organizational Development
Job Summary	The Senior Manager, Training and Development will collaborate with department leaders to assess training and development needs and provide effective responses while designing and delivering presentations, conducting workshops, and when appropriate, utilizing external resources to deliver training and educational programming. The incumbent will lead the training processes, methodologies, tools and systems with a continuous focus on diverse strategies and organizational objectives. Responsible for designing and delivering a comprehensive development curriculum for all employees using multiple modalities as needed. This requires using relevant content that engages the learner and drives learning outcomes.

## COMPETENCIES

### Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

## QUALIFICATIONS

### Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Degree in human resources, training and development, human resource development, organizational behavior/ business, or a related field.	Required	
Master's Degree	Master's degree or Ph.D. in human resources, organizational development, business, or a related field.	Preferred	

### Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Five years of experience in training, creating content, organizational development and/or experience facilitating professional training and development programs. Some supervisory experience.	Required	
Progressive	Related experience working in higher education.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Training or HR certification (i.e ASTD, etc.)	Upon Hire	Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Knowledge of training models Instructional System Design (ISD)/Analysis, Design, Development, Implement, Evaluate (ADDIE)/System Approach to Training (SAT) sufficient to assess needs, design programs, and create deliverables.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Sufficient understanding of HR principles, including fair employment practices and EEO regulations, to enable broad or detailed information presentations to non-HR personnel.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Strong computer and technology skills and familiarity with various types of training media.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Excellent oral and written communication skills; excellent presentation and public speaking ability.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Excellent interpersonal skills to promote collaborative performance in a teamwork environment.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Must be enthusiastic self-starter with energy, drive and strong service-oriented approach.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Design, develop and implement training and development programs consistent with the mission, vision and values of the University including, but not limited to new employee orientation, training needs assessment, performance assessments, leadership, supervisory skills, team building and other requested/administrative trainings and experiences that enhance employee and leadership capability. Responsible for hiring, training, supervising, and developing Training and Development Coordinator.</li> </ul>	40%
<ul style="list-style-type: none"> <li>Facilitate projects designed to assess the effectiveness of teams/organizations, work processes, work distribution and employee relations. Included is the support for change management initiatives and departmental strategic planning within the campus community.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Manage and facilitate all UHS/state/federal required training programs, including but not limited to: Annual Mandatory Training and Campus Program for Minors Training.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Consult with managers to identify specific learning needs and interventions to provide solutions and resources that proactively and positively impact results. Identify when learning should be Base specific versus organization level. Work with colleagues and identify external resources to effectively design and implement consistent learning programs and facilitation materials that align with the vision, mission and values and key performance initiatives.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Design and incorporate effective communication and feedback methods for development programs and learning experiences. Ensure these measures are relevant to changing business needs. Conduct needs assessments within the bases and departments to evaluate current skills against business objectives, and develops programs to close gaps. Develop measures to monitor the effectiveness of development efforts.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Maintain interactive website and marketing that promotes the implementation, management and maintenance of learning content. Prepare, develop and assign learning content. Provide coaching on the use and application of instructional learning methodologies, delivery options and systems. Evaluate effectiveness of various delivery options to achieve learning and desired outcomes.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Other related duties as assigned.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

## Travel Requirements

Estimated Amount	Brief Description
5%	Related work events.