Manager Training and Development

**Job Purpose**

To assess, plan, develop, implement, and evaluate training initiatives for business and industry that contribute to achieving BAM’s annual goals.

Reporting to the President, the Training and Development Manager’s role is to act as liaison between Government representatives, industry and trainers to co-ordinate approved educational and human resource programming for the bioscience industry. Working with an industry committee, the incumbent is responsible for identifying bioscience human resource needs and planning training programs to meet those needs. Programming is focused on opportunities for the existing workforce and may include some initiatives for new entrants to the industry.

**Leadership**

* Provides leadership to Education Liaison and Training Coordinator
* Communicates company goals and deadlines to Training and Development Team
* Motivates team members and assess performance

**Program planning and management**

* Determine Industry training requirements by:
  + Consulting with Industry and sector HR representatives
  + Lead/participate in training needs assessment in member companies
  + Meet one-on-one with companies to identify their specific training needs
* Stay current with training trends and programs by:
  + Liaise with training providers
  + Liaise with other sector council training managers
* Identify training related events at which BAM should have a presence.
* Work with BAM HR committee/industry representatives to:
  + Identify where training is an appropriate strategy to meet the Accountability Framework goals
  + Identify the specific training (content and scope) which will contribute to achieving Accountability framework goals
* Develop and implement communication plans to inform industry about:
  + Industry assessment findings and BAM training plans
  + How specific training addresses specific business needs
  + How industry can access training funding for specific business needs
  + Promote the courses offered by BAM
* Develop a training implementation plan to support BAM Training activities
* Develop training implementation materials including:
  + Registration materials
  + Course administration package (course template, transfer of learning plan, evaluation tools, etc.
  + Contracts for course delivery, facilities, equipment etc.

**Financial planning and management**

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| * Work with the Office Manager for budget related activities; assuming responsibility for aspects related to training strategies and budgets   + Work with the President, Education Liaison and Training Coordinator to update and or create the Five-Year Manitoba Economic Development and Training proposal |
| **Operational planning and management**   * Develop training tracking system that records pertinent information |
| * Prepare budgets for each training course * Assist companies in developing and implement company delivered training * Represent BAM at events, as appropriate * Develop an evauation strategy in conjunction with the training committee including:   + Implement evalution plan, summarize evaluation results and review with training committee |
| * Provide HR reports to industry * Complete timely reports to Manitoba Economic Development and Training * Complete quarterly reports to the Board of BAM |

***Skills, Knowledge & Abilities;***

* Ability to balance long-term objectives and activities with day-to-day operations and pressures;
* The ability to deal with confidential and highly sensitive issues and interact with people at all levels within the organization/government/public & clients;
* Excellent communication skills: both oral and written,
* Superior interpersonal skills with the ability to deal effectively at all levels; applying mature judgment and exercising tact, discretion and diplomacy with others;
* Strong computer knowledge that supports electronic information management;
* Adept with a variety of multimedia **training** platforms and methods.
* Ability to evaluate and research **training** options and alternatives.
* Ability to design and implement effective **training and development**.

Please include a cover sheet and the position title in the subject line of you remail to [info@biomb.ca](mailto:info@biomb.ca). We thank all for their interest, however, only those under consideration will be contacted for an interview.