



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	Senior Training Officer (New)
<b>JOB GRADE:</b>	GMG/AM To be determined
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Corporate Services Division/ Human Resource Management and Development Branch
<b>SECTION/UNIT:</b>	Human Resource Planning and Development Unit
<b>REPORTS TO:</b>	Director, Human Resource Planning and Development
<b>MANAGES:</b>	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date Created/Revised

\_\_\_\_\_

### **1. JOB PURPOSE (Reason for Existence)**

Under the supervision of the Director, Human Resource Planning and Development, the Senior Training Officer is responsible for managing the delivery of training events and schedules, ensuring training events are planned and organized effectively.

### **2. KEY OUTPUTS (Results, Deliverables)**

- Training programmes managed;
- Training courses/sessions delivered/facilitated;
- Courses customized and new training courses developed;
- Training material reviewed;
- Training activities evaluated and reviewed;
- Individual Work Plan developed;
- Reports prepared.

### **3. KEY RESPONSIBILITIES (Activities, Tasks)**

#### **A.) Management/Administrative Responsibilities**

- Participates in the preparation of the budget for the Unit;
- Participates in the development of the Operational Plan for the Unit;
- Individual Work Plan developed;
- Meets regularly with the Director, Human Resource Planning and Development to discuss the co-ordination of training programs;

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- Works closely with the Training and Development Officer in relation to the development and delivery of training programmes.

#### **B.) Technical /Professional Responsibilities**

- Contributes to the development of assessment and training policies;
- Ensures all training policies are adhered to;
- Manages training programmes to ensure they respond to identified needs effectively and meets quality standards;
- Presents and facilitates training to non-technical staff in areas where expertise and experience exists;
- Delivers training sessions/courses to in-house and external agencies when required;
- Consults with the Director, Human Resource Planning and Development in relation to decisions about training venues, and the development of new courses;
- Customises courses and develop new training courses where required to achieve strategic objectives and meet identified needs of the Ministry;
- Liaises with Universities and Medical/Technical Officers in relation to the delivery of the medical/technical programmes;
- Liaises with external trainers contracted to deliver courses
- Collaborates with the Director Human Resource Planning and Development in marketing training through a range of mediums, including distribution of a training calendar twice a year, to increase the profile of the Ministry's training program and ensure good attendance at training;
- **Manages the Ministry of Health registration as a Registered Training Organisation (RTO) to maintain the organisation's accreditation as a training provider and to demonstrate that the Ministry's training meets relevant quality standards;**
- Provides advice and mentoring to staff who present workshops and sessions to promote best practice and high standards for training across the organisation;

- Contributes to the development of assessment and training materials and resources;
- Reviews course materials for both facilitators and participants to ensure currency and accuracy of training materials;
- Evaluates and reviews training activities to implement continuous quality improvements;
- Participates in the development and implementation of any future additional programme;
- Develops and maintains relationships with key stakeholders to promote the Ministry's training program and to encourage participation in courses and partnerships;
- Collaborates with the Director, Human Resource Planning and Development in identifying and pursuing funding for training projects;
- Submits monthly /periodic reports on training activities to the Director, Human Resource Planning and Development.

#### **C.) Other Responsibilities**

- Performs any other related duties as may be assigned from time to time.

#### **4. PERFORMANCE STANDARDS:**

- Training programmes managed in accordance to established guidelines;
- Training courses/sessions delivered/facilitated as the need arises;
- Courses customized and new training courses developed in keeping with the strategic objectives of the Ministry;
- Training material reviewed to ensure currency, accuracy and in keeping with changes/trend in the working environment;
- Training activities evaluated and reviewed within a specific time frame;
- Individual Work Plan developed within agreed time frame;

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- Reports on activities prepared are accurate and comprehensive.

## 5. INTERNAL AND EXTERNAL CONTACTS:

### i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Human Resource Management and Development	Obtains/gives advice, receive directives, issues relating to training activities, provide feedback.
Director, Human Resource Planning and Development	Obtains/gives advice, receives directives, work assignments, matters relating to training activities, feedback
Divisional Heads	Matters relating to various training programmes
Other members of staff in the Ministry	Matter relating to training
Regional Health Authorities	Collaborate, obtain and share information on matters relating to training

### ii) External Contacts

Contact	Purpose of Communication
Funding Agencies	Funding for training
Trainers/Medical/Technical Officers	Delivery of training

## 6. REQUIRED COMPETENCIES:

### Core

- Excellent presentation, written, oral and communication skills;
- Good human relations and interpersonal skills;
- Excellent planning and time management skills;
- Strong decision-making, and critical thinking skills;
- Excellent research, analytical, and problem solving skills;

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- Excellent networking and relationship-building skills;
- Ability to exercise sound judgement and attention to detail;
- Excellent skills in teamwork and cooperation;
- Strong strategic visioning skills;
- Strong goal/result orientation;
- Excellent integrity/ethics exercised in the performance of duties.

### **Technical**

- Strong knowledge of the Ministry's policies and procedures;
- Knowledge of the Public Service Regulation, practices and procedures;
- Knowledge of Human Resource Management principles and practices;
- Managing External Relationships;
- Proficiency in the use of relevant computer software and computer applications.

### **7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

- BSc. in Human Resource Management or equivalent
- Certificate in Training and Assessment or equivalent two (2) years working experience in a related field;
- Experience in the development and delivery of training programmes and the ability to customise existing programs to meet needs;
- Any equivalent combination of education, training and experience

**8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Numerous critical deadlines;
- Exposure to confidential information;
- Required to work beyond normal working hours whenever the need arises.

**9. AUTHORITY:**

- Identify training needs and recommend appropriate actions to be taken.
- Review the content of training programmes and make recommendations.
- Recommend expenditure relating to training programmes within budgeted limits.
- Review and make recommendations on training proposals submitted by training organisations and consultants.

**10. WORKING CONDITIONS:**

- Normal office conditions.

