

Learning & Development Specialist

About us

Established in 1997, SRI Executive is a global executive search and strategy consultancy practice focusing mainly on the global international development and multilateral sector. As such, SRI champions organisations that seek to make a lasting difference (or impact) in the world. Having placed senior leaders in development organisations over the last twenty years, we truly understand the challenges these institutions face, and have created a suite of strategy offerings to help organisations strategically assess their relevance in an ever evolving social, economic and political landscape.

SRI Executive's primary research team is based in our Dublin headquarters. Our consultants have offices in the UK, France, Czech Republic, Eastern Europe, USA, Canada, Malaysia, Indonesia, Philippines, South East Asia, Kenya, Sub Saharan Africa, Dubai, Middle East, Mexico, and Central America.

Our clients include the Bill & Melinda Gates Foundation World Bank, International Union for Conservation of Nature, Green Climate Fund, Asian Development Bank, Inter-American Development Bank, Global Green Growth Institute, United Nations, CGIAR and Trinity College Dublin.

For further information, please refer to our website: <http://www.sri-executive.com/>

The Role

SRI Executive's services are delivered through the passion, integrity and capability of its staff. SRI aims to continually strengthen these qualities by providing guidance, instruction, training and development to all team members through the efforts of those placed in charge of staff.

The Learning & Development Lead is instrumental in ensuring that each assignment is carried out in accordance with agreed quality metrics. S/he will be responsible for developing and communicating a clear training and professional development curriculum with regular monitoring and evaluation thereafter.

S/he will be involved in the following areas:

Duties and Responsibilities

- Ensuring skills and roles of the SRI team globally are mapped according to internal framework and are regularly updated.
- Annually review skills and roles against competitor trends.
- Assisting with developing and communicating a substantive professional development curriculum.
- Developing a knowledge management plan to promote data literacy and enable knowledge sharing and collaboration within SRI across geographies. Be instrumental in reducing silo decision making and ensuring tools and methodologies are shared and leveraged.
- Consolidating all of the training and communications in a single knowledge management portal
- Adapting the Company induction program with generic and job specific content, ensuring the program remains in line with contemporary practice and requirements.
- Assisting in the Company's ongoing development through the identification of organizational and role specific training needs, delivering programs which enhance the overall capability of the Company.

- Identifying and implementing training methods and criteria which identify successful delivery and receipt of training, also to establish a recertification program for ongoing refreshment of standards.
- Considering the costs and return on investment of any planned training or development programmes and ensuring that these costs adhere to defined budgets.
- Producing training materials for in-house courses.
- Establishing and maintaining an audit friendly database representing every aspect of training delivered, including provision for individual sign off acknowledging receipt and understanding of material delivered.
- Supporting line managers and trainers solve specific training problems, either on a one-to-one basis or in groups.
- Carrying out all other reasonable requests in pursuit of continuous improvement.
- Ensure consistent global compliance with operating standards and regulatory requirements
- Control documents and records.
- Investigating and ensuring that consultants, researchers and operations staff are complying with the defined processes and guidelines established for each stage of the process
- Performing periodic and regular quality assessments and identifying compliance issues, concerns, and deficiencies
- Preparing compliance reports to present to management
- Designing and implementing procedures and or amendments that will create improved efficiencies and address future risk

Person Specification

Successful candidates must possess the following qualifications and attributes:

Qualifications

- A third level qualification in a relevant discipline is essential
- Postgraduate qualifications or two – five years' experience in professional/graduate workplace environment highly desirable

Personal Attributes

- The candidate must have experience in designing, developing and delivering training material; developing a training strategy and understanding of different training methods and channels
- Ability to /Experience in linking training to performance and quality
- Ability to/Experience in carrying out Training Needs Analysis
- Able to communicate ideas and instructions to staff at all levels in a clear and concise manner.
- Able to plan activities in a rapidly changing environment.
- Experience in analysing a business problem and working with multiple stakeholders and subject matter experts to develop a solution to resolve it
- Strong interpersonal and presentation skills – experience working with a multi-cultural organisation
- Advanced or proficient level of Microsoft Office skills, Power Point and Excel in particular
- Demonstrated an ability to learn fast on a job

Application Details:

Should you wish to apply for this position, please forward your CV along with a cover letter outlining your motivation and relevant experience, to Ruth Carson rcarson@sri-executive.com

