

Job Title:	Training Coordinator/ Human Resources Officer	Job Category:	Human Resources
Department/Group:	Human Resources	Job Code/ Req#:	31
Location:	Beacon House	Travel Required:	No
Level/Salary Range:	Grade 3	Position Type:	Full-Time
Job Holder:	Vacant		
<p>Job Purpose:</p> <p>To manage, co-ordinate and facilitate training and development activities for all employees within the Cayman Islands Airports Authority in order to ensure that staff are suitably trained and qualified to carry out their specific roles within the organisation in accordance with the relevant regulations and statutory requirements. The role will also have an active part in assisting the HR team with the effective, timely and accurate delivery of all HR services.</p> <p>Dimensions:</p> <p>Reporting to the CHRO through the HR Manager, the HR/Training Coordinator is charged with assisting the organization in achieving its mission, specifically by coordinating, planning, arranging, delivering and evaluating training activities and events both within and outside of the CIAA where appropriate to further develop competencies and the effectiveness of all staff covering the Grand Cayman and Cayman Brac operations.</p>			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Identifying, implementing and maintaining an effective training management system that meets the needs of the CIAA. • Working closely with all departments, assisting line managers to understand and implement training related policies and procedures • Identifying training and development needs for all CIAA employees through job analysis, performance planning & appraisals and regular consultation with managers • Designing, planning and delivering training and development programmes based on both the organization's and the individual's needs; • Managing the costs of planned programmes and keeping within budgets and assessing the effectiveness and the return on investment of any training or development programme; • Working with internal & external training providers and managers to produce programmes that are relevant and in line with CIAA needs in relation to the ongoing development of staff as well as maintaining the necessary certifications, and competencies as required by the relevant regulations; • In conjunction with the HR Manager, developing, co-ordinating and delivering an effective induction programme; • Coordinate staff access and participation in the Civil Service College's on line education facility in accordance with agreed performance plans; • Producing training materials for in-house courses; 			

- Managing the delivery of training and development programmes and, in a more senior role, devising a training strategy for the organisation;
- Monitoring and reviewing the progress of trainees and the effectiveness of training through questionnaires and discussions with managers;
- Evaluating training and development programmes;
- In consultation with the CHRO, amending and revising programmes and policies as necessary, in order to adapt to changes occurring in the work environment;
- Helping line managers and trainers solve specific training problems, either on a one-to-one basis or in groups;
- Researching new technologies and methodologies in workplace learning and presenting this research.
- Assisting the HR team in the delivery of timely and effective HR advice and services across all aspects of HR.
- Participates in the CIAA Performance Management process.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and participating in professional societies.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- A bachelor's degree in Business Management, Human Resources Management or Training (or related field) and at least four (4) years proven experience in the human resource/training field **OR**
- Any appropriate combination of education and experience and a proven record of success within this discipline.
- Practical experience in training development, delivery and needs assessment;
- Familiarity and experience with an online training management system or related software;
- Have an understanding of e-learning techniques, and proven experience in the creation and/or delivery of e-learning packages;
- Experience in an HR services delivery role;
- A formal training qualification would be an advantage.
- Prior relevant experience and familiarity with UK and local aviation policies and procedures would be an asset.
- PHR, SPHR or CIPD (or equivalent) certification preferred.

PREFERRED SKILLS

The post holder should be highly motivated with considerable working knowledge of the principles of Training systems and delivery as well as HR management and administration and should possess the following:

- Effective written and oral communication skills,
- Effective planning and management skills.
- Ability to relate well to people at all levels.
- Strong understanding of effective training systems and processes;
- Ability to work on own initiative;

- Good working knowledge of employment law and HR best practice
- An understanding of and working knowledge of the Cayman Islands Immigration Law and related processes.
- Professional level of confidentiality in handling personal information and dealing with sensitive issues.
- Proficiency in MS Office suite (Word, Excel, PowerPoint and Outlook).
- Proficiency with training management software or systems

ASSIGNMENT & PLANNING OF WORK

As a member of the HR team, the post holder will be involved in both generalist HR responsibilities as well as training related duties. The post-holder duties are dictated by the day-to-day requirements of the Department. Additional duties may be directed from time to time by the CHRO, HR Manager or the CEO, in accordance with policy requirements.

SUPERVISION OF OTHERS

The post holder has no direct reports but will assume responsibility for staff, as appropriate, when delivering training or instruction.

OTHER WORKING RELATIONSHIPS

Internal:

- Liaison with Senior Managers, Managers and Supervisors of all Departments regarding training and staff development needs
- Internal Training providers (i.e. Security, Safety, Operations)

External:

- Training providers and consultants
- CAA, on training-related matters.

SAFETY RESPONSIBILITIES

The post holder has the following safety responsibilities:

- To comply with the relevant safety requirements and procedures outlined in the Aerodrome Manual, including CIAA Safety Management Manual (SMM) and other duly approved Manuals, Safety Directives and Safety Advisories;
- To apply system safety measures as required by safety management procedures and instructions;
- To advise the Chief Safety Officer of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting system safety;
- Supporting safety audits as and when they occur;
- Supporting safety investigations as and when they occur; and
- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year.

SAFETY TRAINING & EDUCATION

As per Section 4 .1 of the CIAA SMS Manual (Vol. 2)

ADDITIONAL NOTES

As a member of the HR team, the post holder will be involved in both generalist HR responsibilities as well as training related duties. The post-holder duties are dictated by the day-to-day requirements of the Department. Additional duties may be directed from time to time by the CHRO or HR Manager as necessary.

WORKING CONDITIONS

Normal office-based working environment

Reviewed By:	CHRO	Date:	December 10, 2014
Approved By:	Click here to enter text.	Date:	Click here to enter a date.
Last Updated By:	CHRO	Date/Time:	22 Jan 2015