

## Senior Specialist, Learning and Development

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Company: Recruitment Matters

Location: Zambia

Category: other-general

### Overview

Our client in the Mining Industry is looking for a Senior Specialist, Learning and Development Specialist to join their team; **Duties and responsibilities include but are not subject to;** Organisational Development and Planning –

Collaborates with management to gain knowledge of work situation requiring training for employees

Monitor training results and statistics

Continuously recommend new training approaches, techniques and programmes

Build well established business partnerships with the various business units

Co-ordinate Business projects within a standardised training framework

Plan, develop, and provide training and staff development programs

Develop and enhance TRI's footprint with regards to online learning including the conversion of all historical learner materials

Analyze training needs to develop new training programs or modify and improve existing programs

Design Training Interventions – Formulates teaching outline and determines instructional methods

Develop relevant, value-adding training material

Develop training curriculum for new and existing employees.

Analyse feedback and amend training programme as required Design training manuals for internal documented procedures

Develops teaching aids, such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works

All interventions to be aligned with e-learning/online initiatives

Facilitate Training Interventions –

Facilitates relevant training interventions

Facilitate the transfer of skills and knowledge

Accurately assess skills, abilities and knowledge to determine competence levels

Moderate training interventions and assessments for formal programmes

Tests trainees to measure progress and to evaluate effectiveness of training.

Facilitate induction programme for new staff

Monitor and report on training projects and the enhancement of training initiatives

Assist and prepare facilitators and assessors with all online related activities when developing programmes

Performs Tasks Associated with The Administrative and Reporting Requirements of The Function –

Capture and analyse PDP data for organisation and CPD for the various professional bodies within the business

Oversees professional indexes and manage the control of information flow

Support the Implementation of the document management and Archives Acts for the storing of digital and hard copy documents.

Actively manages all financial resources, facilities and assets to ensure maximum benefit,

value for money and manageability of risks

Support the development and submission of an annual Workplace Skills Plan and Training report in compliance with the requirements of the Business.

Compile and update statistical information with respect to training completed, attendance levels and targets achieved.

Prepare reports on the activities of the training interventions and projects outlining objectives and accomplishment of outcomes.

Update training materials, in line changes to the legislation, processes and agreements.

Maintain the training information and recordkeeping system, and respond to queries.

Ensure reports, correspondence and documentation and information are recorded, processed and maintained in accordance with administrative procedures

Support the submission of relevant reports, Annual Training Reports to relevant external bodies.

### **Skills;**

Good knowledge of HR tools

A knowledge of Trident Ltd's Human Resource policies and procedures

An overview of the function of the business area

Awareness and knowledge of Labour and employment legislation

Effective communication

Ability to influence managers and employees

Ability to demonstrate leadership

Critical thinking

Conflict management

### **Qualifications;**

A minimum of 5 years' experience in process operations at supervisor level (preferably in copper and/or Nickel mining industry)

At least 5 years' experience as a trainer in the mining industry or similar

Extensive knowledge and experience in a mineral processing plant with Gyratory and Jaw Crushing, Cone Crushing, SAG Milling, Ball Milling, Talc flotation, Flotation, Thickening and Filtering

Possess ability to analyze and understand metallurgical & equipment information

Must have hands-on experience with process plant operations

Bachelors degree in a job-related major and a minimum of 5 years of related experience; or a combination of education and experience.

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