

Senior Training and Development Manager

Reports to: General Manager
Division: Everts Air Cargo

Department: Training
Station: FAI

Job Summary:

The Senior Training and Development Manager is a strategic role that manages the strategy, execution, and delivery of training programs across the company. The Senior Training and Development Manager reports directly to the General Manager and collaborates with all department leaders. The Senior Training and Development Manager will possess a strong educational background with emphasis in aerospace training and extensive experience in managing training and development programs. The Senior Training and Development Manager will have thorough knowledge of all FAA training related regulations and industry standards in order to plan, organize, develop, and direct training and development programs for all employee groups. The Senior Training and Development Manager designs and develops complex-level interactive courseware for training and serve as an internally recognized specialist in the learning and development environment while measuring and evaluating programs to ensure consistency and quality of the content, design, deployment, branding, and business impact.

Essential Functions:

1. Responsible for the strategic development, implementation and ongoing evaluation of a cohesive organization training strategy, learning tools and programs.
2. Develop, implement, and monitor training programs in all departments across the company.
3. Makes assessments of effectiveness of training in terms of employee accomplishments and performance.
4. Identifies long/short range training goals and proposes training and development programs to achieve those goals.
5. Reviews training design, training plans, curriculum design, exercises and activities and initiates change to ensure that training programs are accurate, comprehensive, and current to achieve company goals and comply with applicable regulatory programs. (FAA, DOT, OSHA)
6. Expertise in Microsoft Office Suite, including PowerPoint, Outlook, Word, and Excel required.
7. Expert facilitation skills in a group setting and virtual environment. Ability to dynamically engage, train, and coach employees and various audiences at all levels.
8. Ability to maintain a high level of confidentiality and to make independent decisions, excellent listening, customer service and employee relation skills.
9. Provides expertise in planning and facilitation of organizational development initiatives.
10. Consults with department leaders to plan, develop, implement, and administer performance development and talent development programs that achieve strategic business goals and operational objectives.
11. Monitor regulatory requirements for employee training and competence to ensure that all requirements are met, tracked, and documented as needed.
12. Build an organizational culture in which passion for continuous improvement is innate.
13. Ensure adherence to procedures that promote the health and welfare of all employees.
14. Promote the mission, vision, and values that the Company has developed, and ensure adherence to the Everts leadership manual and employee handbook.
15. Additional duties as assigned.

Additional Responsibilities:

Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those, that you are unable to personally correct, to a supervisor.

Security

1. Comply with all security practices, policies, and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Sufficient physical ability, strength, mobility, and stamina to lift, carry, push, or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Qualifications:

Required:

1. Bachelor's degree or equivalent work experience directly related to Organizational Training and Development.
2. 2+ years learning, and development experience required.
3. Excellent computer skills and analytical abilities. Superior written and verbal communication skills. Creative and innovative with approach and ideas while being flexible and adaptable to a changing and fast paced environment.
4. Expertise in learning management systems as well as providing online/virtual learning.
5. Instructional design: Knowledge of a variety of training methodologies, techniques, and concepts. (ADDIE, SAM, Kirkpatrick Model, Kemp's Instructional Design Model)
6. Outstanding content design skills with expert level PowerPoint skills.
7. Strong planning and organizational skills related to scheduling and tracking course completion.
8. Facilitation and presentation skills: Strong experience and comfort level delivering trainings and presentations.
9. Communication/Teamwork: A proven ability to effectively work with subject matter experts and translate complex information on a variety of topics into effective learning tools.

Preferred Qualifications:

1. Strong analytical acumen, strategic mindset, and an ability to move forward with ambiguous information.
2. Ability to work both collaboratively as a team across various functions and work independently in an ambiguous, constantly changing environment with a relentlessly positive attitude.
3. Excellent planning and organizational skills, attention to detail, ability to handle multiple tasks and work in a fast-paced, time-sensitive environment.
4. Excellent written, oral, and interpersonal communication skills

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature _____ Date _____

Employee Printed Name _____