

POSITION DESCRIPTION

Brian Bell Group

AM6003 - Training Manager

WE WANT THE BEST!

The Brian Bell Group (BBG) established in 1958, is now Papua New Guinea's foremost retailer, wholesaler and distributor of household goods and services. Over the last 5 years the company has been on a rapid expansion and growth path and set to continue well beyond 2022.

Brian Bell Group is looking for the 'very best' to join its ranks and add to the vibrant culture that will see it continue to succeed for another 63 years and beyond and is inviting **exceptional candidates** to apply for this role.

TRAINING MANAGER

Reporting to the Group Human Resource Manager, the Training Manager will be responsible for overall development, implementation and delivery of Training and Development strategy for Brian Bell Group. This is a key role in HR and will provide leadership and strategic oversight to the Training team and all other HR functions.

Key Responsibilities:

- Delivering on the Brian Bell Group's Training and Development framework alignment with the business's People Plan and talent mapping program
- Driving and leading a culture of best practices and ensuring continuous improvement is encapsulated throughout development and delivery of training and development programs
- Leading teams responsible for developing and delivering on training schedules and programs aligned to current Brian Bell Group training activities, operational requirements, and budget expectations
- Responsible for driving the outcome of Brian Bell Group's Leadership Development Program, Graduate Development Program, Apprenticeship Program and Retail Traineeship program
- Leading and directing plans in succession planning for leadership and traineeship roles
- Coordinating and leading programs in liaising with divisional and business unit leaders to facilitate training needs analysis for specific team development programs including Short Term Employment programs
- Lead the coordination, development, and delivery of generic and soft skills-based training
- Advance the recognition of Brian Bell Group training through registration of programs and trainers with the National Training Council and National Apprenticeship & Trade Testing Body
- Integrate and lead e-learning and online platforms training and development opportunities
- Manage the continual review and program development of in-house training and development learning resources.

Expected Competencies:

- Bachelor's Degree or related training in education, training administration or people development
- **More than 5 years' experience in a leadership role and has experience leading large teams**
- **Industry recognized, proficient "hands-on" Instructor who can mentor other Trainers**
- **Formal Workplace Training and Assessment qualifications (at a minimum level of Diploma)**
- Must have exposure to responsibilities within the broader HR sector
- Well-developed computer skills – proficient in MS Word, Excel and PowerPoint and industry-based programs such as PRONTO
- Sound practical skill in designing and reviewing competency-based training systems.

Brian Bell Group has a strong commitment to Initiative, Integrity, Respect, Courage and Honesty.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Follow the website instructions and forward to Vanguard International these documents

- the completed VI application form highlighting your capabilities and experiences,
- an updated CV, three (3) current referees and their full contact details and written references.

A full PD can be requested from our office and applicants are encouraged to obtain this.

Alternatively, please call us on (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Friday 10th June 2022

Only shortlisted applicants will be contacted.

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview