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| **Position Title:** | Learning and Professional Development (L&PD) Coordinator |
| **Position Number:** | 5003 |
| **Reports To:** | Associate Director, Operations |
| **Project Worksite:** | Central Office |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

This is a training professional responsible for development, implementation and oversight of the training programs for clinical research staff involved in the PREVAIL project. This position requires knowledge and expertise in planning and facilitating training events, knowledge of adult learning principles and experience in instructional methods and learning processes.

This role includes, but is not limited to developing and implementing training programs related to aspects of clinical research best practices, professional development, and leadership development. The person in this position will identify training requirements and resources; provide guidance to others in planning, developing and implementing trainings; coordinate on-boarding programs at individual worksites, and provide quality training programs; collect and review training metrics for assessment of Learning and Professional Development (L&PD) service quality and oversee the maintenance of training records. This role also provides support to other trainers that are qualified to give trainings.

**Description of Responsibilities:**

* Key Responsibility #1: Oversee the management and administration of the L&PD functions. This could include the following tasks:
* Provide the necessary structure and arrangements for staff members to have access to appropriate training opportunities.
* Manage the activities of staff members who participate in L&PD roles, responsibilities and functions.
* Provide L&PD leadership and support to worksite managers, this can include, but not be limited to strategies focused on team building, career development, and performance management.
* Identify and credential new trainers.
* Observe new trainers during practice sessions and their first training presentations.
* Maintain records of credentials for each Subject Matter Expert (SME) that gives training.
* Collaborate with site management for identification of training needs, identification of SMEs, and the development of trainings and training materials.
* Ensure the consistent documentation of training events and training records at all sites.
* Coordinate on-boarding programs at PREVAIL work sites and collaborate with site managers for consistent on-boarding processes.
* Encourage staff development through various training and learning opportunities and through mentoring and guidance.
* Key Responsibility #2: Maintain knowledge and understanding of regulations and compliance requirements related to L&PD. This could include the following tasks:
* Plan and facilitate training events that are designed with instructional methods and learning processes that incorporate, adult learning principles.
* Utilize industry standards and established training techniques for professionals (e.g., “Train the Trainer”, giving constructive feedback, coaching, etc.).
* Develop policies and procedures for L&PD functions.
* Ensure the overall quality of the L&PD program.
* Comply with requirements to attend annual training updates.
* Key Responsibility #3: Identify training requirements and resources. This could include the following tasks:
* Work with managers at various clinical sites to identify training requirements, training needs, and ongoing professional development needs.
* Maintain list of training requirements by job position and/or job site.
* Work with managers at various clinical sites to identify internal and external training resources and SMEs.
* Provide support to SMEs to develop and present trainings.
* Assist with the production of training materials.
* Work with clinical site managers to identify and train on-site support staff.
* Key Responsibility #4: Provide training and instruction on topics identified by the managers at the clinical work sites. This could include the following tasks:
* Respond to training topic requests from managers at the clinical work sites.
* Provide knowledge, guidance and expertise on core competency related topics for staff development.
* Oversee webinar training opportunities (topic selection availability, scheduling and budget).
* Provide oversight and coordination of training activities such as “Lunch ‘n Learn” events, monthly seminars, and staff retreats (selecting topics, securing speakers, scheduling activities, publicizing events and evaluating outcomes).
* Approve/disapprove proposed training requirements and training materials, using established industry standards.
* Key Responsibility #5: Develop of training materials. This could include the following tasks:
* Develop training materials and/or collaborate on the development of training materials with SMEs.
* Provide professional support to SMEs related to the development of training materials.
* Review training materials and assessment tools.
* Send training materials to site managers for review and approval prior to events.
* Prepare a training file for each training event offered. The training file must include a copy of the training presentation material used (e.g. PowerPoint slides, instructional manual), a copy of any handouts, copy of the sign-in sheet, summary of the training evaluations, and SME qualifications.
* Review and update training file information as needed prior to reuse of each training.
* Establish and maintain a process for conducting periodic, scheduled reviews of training materials and resources to ensure the materials and resources are up to date.
* Key Responsibility #6: Collect, collate, and review training event quality and effectiveness metrics. This could include the following tasks:
* Provide a means for training events to be evaluated by the trainer and trainees.
* Provide a means to collect training evaluation data.
* Communicate training quality and effectiveness metrics data to appropriate site management, SME, and any specifically identified senior management.
* Key Responsibility #7: Document training events: This could include the following tasks:
* Develop a procedure for documentation of training events.
* Provide a mechanism to document and record training events.
* Establish a training file for each training event offered. (See Key Responsibility 5. 5 above)
* Key Responsibility #8: Maintain a collection of training resources in print and media formats for use by trainers. This could include the following tasks:
* Keep print and electronic files of training resource materials
* Maintain a process to assure the resource materials remain up to date.
* Key Responsibility #9: Maintain responsibility for personal professional development. This could include the following tasks:
* Read professional journals and industry related journals.
* Attend available on-line training, webinars, etc., on critical topics including leadership development, development of training materials, training needs assessments, etc.
* Key Responsibility #10: Participate in strategic planning for the development of L&PD.
* Key Responsibility #11: Identify the financial and administrative resources required for a successful learning program. This could include the following tasks:
* Oversee annual L&PD budget development.
* Provide budget estimates for annual budget.
* Manage the training budget.
* Other duties as assigned

**Skills**:

* Excellent instructional design and presentation skills
* Adult learning strategy experience
* Ability to work independently and as a team member
* Strong collaborative skills with the ability to build relationships within multiple groups
* Ability to exercise sound judgment in planning, prioritizing, organizing and accomplishing goals and multiple tasks or projects
* Strong customer service orientation
* Experience with training record management

**Qualifications**

* **Education: Bachelor’s** Degree in Education, Organization Development, Biomedical or Chemical Sciences or other related fields.
* **Preferred Job-related Experience:** At least five (5) years of experience in the training field.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** [LiberiaRecruitment@fhiclinical.com](mailto:LiberiaRecruitment@fhiclinical.com)

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application