

JOB VACANCY NOTICE

Learning and Development Business Partner



Government of the Virgin Islands

Opening Date: 15 September 2023
Closing Date: 29 September 2023
Location: Tortola
Vacancy Notice No. PSC 99 of 2023
Job Classification: Grade 12
Ministry/Department/Unit: Department of Human Resources
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$38,269-\$47,757 per annum**. Salary will be commensurate with qualifications and experience.

ROLE SUMMARY

The successful applicant will provide assistance to the Human Resources Manager by collaborating with Ministries and Departments to assess, project and address the learning and development needs required to facilitate their strategic goals.

MAIN RESPONSIBILITIES

1. Consult and collaborate with Ministries and Departments on transformation objectives and change plans in order to understand the goals and objectives needed to determine the most suitable learning interventions.
2. Conduct gap analysis to diagnose the origin of issues that contribute to strategic learning needs.
3. Design and facilitate training to address learning needs and priorities of Ministries and Departments and assist with identifying and prioritising funding.
4. Evaluate and coordinate courses and other learning opportunities to support performance enhancement and foster a learning culture.
5. Assist with curating a variety of learning opportunities to suit the learning needs of public officers such as digital learning.
6. Assist with coordinating and conducting the Employee On boarding Programme and the orientation of new employees.
7. Foster and develop an embedded culture of learning and continuous improvement through using communication campaigns and other strategies.
8. Support the learning and development of Public Officers by providing career guidance and planning sessions and providing education on career paths and the development of individual career plans.
9. Support the development of the Virgin Islands Public Service Learning Institute.
10. Compile and manage various learning and development data to guide and inform decision making.
11. Manage and administer development and exposure programmes and opportunities such as Job Rotation Programme as well as local, regional and international job attachments.
12. Perform any other related duties as required by the Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Ministry/Department

BEHAVIOURAL COMPETENCIES

1. Manage your own resources and professional development
2. Manage self to model behaviour in meeting organisational standards
3. Manage your time effectively
4. Provide leadership in your area of responsibility
5. Develop the trust and support of colleagues and stakeholders
6. Identify customer requirements and plan to meet these
7. Ensure products and services meet quality requirements

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Occasional extended hours
- Workshop environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Human Resources Management, Business Administration/Management or a related field
- Three (3) to five (5) years related experience in a position related to adult education, training and/or career counselling
- Affiliation with Association of Talent Development (ATD) or Chartered Institute of Learning and Development (CIPD) a plus
- Sound knowledge of theories on adult learning, group behaviour and methods of building a learning culture
- Sound knowledge of current learning trends and practices
- Sound knowledge of change management models and techniques
- Demonstrated knowledge of consultancy tools and techniques
- Excellent collaboration and coaching skills
- Excellent negotiation skills
- Demonstrated knowledge of learning design and facilitation
- Good knowledge of Government structure, policies and procedures
- Excellent oral and written communication skills
- Sound knowledge of the use of standard office equipment and computer applications

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

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- Good analytical and decision-making skills
 - Good interpersonal and organisational skills
 - Ability to work well under pressure
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HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

Public Service Commission
c/o Department of Human Resources
2nd Floor Simms Building
Road Town, Tortola VG 1110
British Virgin Islands

or by email: hrcbvi@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.