



EXTERNAL JOB POSTING

TRAINING AND DEVELOPMENT SPECIALIST

Scottsdale Training & Rehabilitation Services (STARS) is seeking a Training and Development Specialist to join the Office of Human Resources team. The incumbent will provide training to improve the development of the organization's career and professional growth for employees.

POSITION PURPOSE:

This position assesses STARS developmental needs to drive training initiatives, identify, and arrange suitable training solutions for employees, and will support all departments, working with all levels of employees. This position will provide learning opportunities designed to meet employee development needs via knowledge-based, innovative skills content delivered to managers and employees. This position actively searches, creatively designs, and implements effective methods to educate, enhance performance, career growth, and support our strategic initiatives.

DUTIES AND RESPONSIBILITIES:

- Develop strategies, deliver, and evaluate training initiatives and programs aligned to departmental needs.
- Conduct training needs assessments and priorities for each department and program.
- Provide support for employee talent development as specified by the needs of each area.
- Conduct annual training and development needs assessment.
- Partner with the management team to plan, develop and deliver educational opportunities.
- Work with subject matter experts to develop effective, efficient solutions to meet learning requirements like educational and certification programs.
- Create training and development programs and establish an ongoing system for their evaluation.
- Ensure effective delivery methods whether leveraging technology, using internal or external resources, or facilitating presentations.
- Drive program process improvement to meet business requirements.
- Deliver in-person and virtual training as required.
- Evaluate previous training programs and needs analyses in relation to expected outcomes and recommend changes for continuous improvement.
- Propose training and development programs and objectives.
- Develop and conduct employee job skills training.
- Develop and monitor spending based on the departmental budget.
- Obtain and /or develop effective training materials utilizing a variety of media.
- Train and coach managers, supervisors, and others involved in employee development efforts.
- Plan, organize, facilitate, and order supplies for employee development and training events.
- Able to speak in small and large public settings while engaging participants in workshop-style training.
- Workshops must have meaningful learning that can be measured in daily operations and staff behaviors.
- Develop and maintain organizational communications like bulletin boards and newsletters to ensure employees have knowledge of training and development events and resources.
- Conduct follow-up studies using data analysis to evaluate and measure the results of completed training.

- Exemplify the desired culture and philosophies of the organization.
- Consult with all levels of management and technical advisors to ensure consistency of training and employee development plans.
- Develop communication strategies to promote and highlight key training initiatives.
- Play a key role in developing and delivering education/training partnerships.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to identify, develop, and execute appropriate training based on business needs.
- Provide coaching and development to multiple levels of staff.
- Effective verbal and written communication skills.
- Proficient with Microsoft Office Suite, Word, Excel, Outlook, PowerPoint, and HRIS.
- Proactive in ensuring job knowledge is current.
- Knowledge of appropriate materials, methods, and technology required to deliver effective and efficient training.
- Strong working knowledge of conducting training assessments, including their designs.
- Demonstrated strong business acumen and effective listening skills.
- Previous experience in constructing and delivering various training modules.
- Exceptional customer service skills; detail oriented.
- Perform job functions with attention to detail, speed, and accuracy under pressure in intense/confrontational situations.
- Strong analytical skills and ability to complete work independently or as part of a team engaged in learning and development project assignments.
- Must be able to interface with all levels of management and employees.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree in Organizational Development, Human Resources, Business Administration, Education, Public Administration, or a degree related to the core functions of this position.
- Three (3) years of experience in the development and implementation of training or employee and organizational learning & development programs OR any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.
- Must have an AZ driver's license, clear driving record, and meet agency insurance requirements.
- Must meet DES requirements for fingerprint clearance.
- Must pass a criminal/background screening.

STARS is an Equal Opportunity Employer committed to a diverse and inclusive workforce. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, or any other legally protected status.

Website: www.starsaz.org

INSTRUCTIONS TO APPLY:

Please submit a cover letter, resume, and three professional references to: jobs@starsaz.org Salary: DOE.