

JOB DESCRIPTION

Job Title : Learning and Performance Management Manager

Location : DBHD

Department : Human Resources & Administration

Reports To : Head of Learning & Performance Management

Job Summary:

The Learning and Performance Management Manager will be responsible for developing, implementing, and managing training and performance initiatives to enhance employee skills, drive organizational performance, and support the strategic goals of the company. This role involves overseeing learning programs, performance management systems, and evaluating the effectiveness of training initiatives.

Key Responsibilities:

Training & Development:

- Collaborate with business leaders to understand organizational goals and talent needs.
- Conduct needs assessments to identify training requirements and skill gaps.
- Develop and implement programs to assess and enhance employee capabilities, including performance management, succession planning, career development, and leadership development.
- Design and conduct in-house training on HR related topics.
- Evaluate the effectiveness of training programs through feedback, assessments, and performance metrics.

Performance Management:

- Oversee the performance management framework and process, including goal setting, performance reviews, and feedback mechanisms.
- Work closely with managers to ensure clear expectations and regular performance discussions with employees.
- Provide guidance and support to managers and employees in addressing performance gaps and identifying development opportunities.
- Provide guidance and support to managers and employees on performance improvement and development plans.

Program Management:

- Manage the learning and development budget, ensuring cost-effective use of resources.
- Coordinate with external training providers and consultants as needed.
- Maintain up-to-date knowledge of industry trends, best practices, and regulatory requirements related to learning and performance.

Reporting & Analysis:

- Prepare and present reports on training outcomes, performance metrics, and program effectiveness to senior management.
- Analyse data to identify trends, areas for improvement, and opportunities for development.

Collaboration:

- Work closely with HRBPs and departmental leaders to align training and performance initiatives with organizational strategies.
- Foster a culture of continuous learning and development across the organization.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, Education, or a related field; Master's degree preferred.
- Proven experience (5+ years) in learning and development, performance management, or a related role.
- Strong knowledge of instructional design, adult learning principles, and performance management methodologies.
- Excellent communication, presentation, and facilitation skills.
- Ability to work collaboratively with cross-functional teams and manage multiple priorities effectively.
- Proficiency in learning management systems (LMS) and performance management software.

Skills:

- Strategic thinking and problem-solving skills.
- Strong analytical and reporting abilities.
- High level of interpersonal skills and emotional intelligence.
- Ability to design and implement effective training programs.
- Familiarity with industry standards and best practices in learning and performance management.