

SKILLS FRAMEWORK FOR ENERGY AND CHEMICALS SKILLS MAP - LEARNING AND DEVELOPMENT SPECIALIST				
<b>Sector</b>	Energy and Chemicals			
<b>Track</b>	Production and Process Engineering			
<b>Occupation</b>	Technical Professional			
<b>Job Role</b>	Learning and Development Specialist			
<b>Job Role Description</b>	The Learning and Development Specialist supports the design, conduct and evaluation of end-to-end learning and development interventions for the purpose of developing organisational competence and capability. He/She manages the organisation's learning and development framework by developing competency-based training, coaching and assessment programmes to address training needs, and evaluating the programmes' effectiveness for continuous improvement.			
	The Learning and Development Specialist supports the implementation of individual development plans for staff, trainers and assessors, and coordinates competency assessments for production teams. He coordinates with line management and the human resource department to pilot new training initiatives, and sources for external training and learning programmes in line with the organisation's learning and development strategies.			
	The Learning and Development Specialist is meticulous, has a strong interest in people development, and possesses strong organisation, communication and interpersonal skills.			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>		<b>Key Tasks</b>	
	Administer Workplace Safety and Health (WSH) and Environmental Management Systems (EMS)		Comply with WSH and EMS systems	
	Manage learning and development frameworks		Conduct training needs analyses for the organisation	
			Design and develop the organisation's competency framework	
			Identify suitable technologies and methodologies to enhance training, coaching and assessment programmes	
			Source external training and learning programmes	
			Support the implementation of staff development plans	
	Administer learning and development programmes		Support the implementation of trainers' and assessors' development plans	
			Coordinate competency assessments for production teams	
			Coordinate the piloting of new training initiatives with relevant stakeholders	
Develop and implement training, coaching and assessment programmes				
Administer staff and organisational development		Evaluate the effectiveness of training, coaching and assessment programmes		
		Contribute to continuous improvement initiatives and activities		
		Maintain up-to-date knowledge of developments in the learning and development field		
<b>Skills &amp; Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Change Management	Level 4	Developing People	Intermediate
	Continuing Professional Development Management	Level 4	Interpersonal Skills	Intermediate
	Continuous Improvement Management	Level 3	Teamwork	Intermediate
	Environmental Management System Framework Development and Implementation	Level 3	Digital Literacy	Intermediate
	Learning and Development Framework Management	Level 4	Lifelong Learning	Intermediate
	Project Management	Level 4		
	Staff Development Management	Level 4		
	Trainer and Assessor Development Management	Level 4		
	Training, Coaching and Assessment Management	Level 4		
Workplace Safety and Health Framework Development and Implementation	Level 3			
<b>Programme Listing</b>	For a list of Training Programmes available for the Energy and Chemicals sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/energyandchemicals">www.skillsfuture.sg/skills-framework/energyandchemicals</a>			

The information contained in this document serves as a guide.