

**SKILLS FRAMEWORK FOR ENERGY AND CHEMICALS
SKILLS MAP - LEARNING AND DEVELOPMENT SUPERINTENDENT**

Sector	Energy and Chemicals			
Track	Production and Process Engineering			
Occupation	Technical Professional			
Job Role	Learning and Development Superintendent			
Job Role Description	<p>The Learning and Development Superintendent collaborates closely with line management and the human resource department to develop and implement learning and development strategies and interventions that are aligned with the organisation's strategic and operational objectives, for the purpose of assuring organisational competence and capability development. He/She manages the organisation's learning and development framework by reviewing the organisation's training needs, competency framework and training, coaching and assessment programmes to ensure their relevancy.</p> <p>The Learning and Development Superintendent evaluates and drives the implementation of suitable learning technologies and methodologies to enhance the delivery of training, coaching and assessment programmes. He drives the implementation of new training initiatives with relevant stakeholders and evaluates their suitability and effectiveness. In addition, he is responsible for coaching and mentoring junior staff in his team.</p> <p>The Learning and Development Superintendent is passionate about helping staff to deepen their skills and develop their full potential. He is able to lead his team effectively, is structured and methodical, and possesses excellent communication and analytical skills.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks	
	Administer Workplace Safety and Health (WSH) and Environmental Management Systems (EMS)		Comply with WSH and EMS systems	
	Manage learning and development frameworks		Approve external training and learning programmes in line with the organisation's learning and development strategies	
			Ensure the implementation of staff development plans at the department level	
			Evaluate and drive the implementation of suitable and emerging technologies and methodologies to enhance training, coaching and assessment programmes	
			Review and ensure the implementation of trainers' and assessors' development plans	
			Review the organisation's competency framework to address competency gaps	
			Review the organisation's training needs	
	Administer learning and development programmes		Drive the continuous improvement of training, coaching and assessment programmes	
			Drive the implementation of competency assessments for production teams	
Drive the implementation of new training initiatives with relevant stakeholders				
Review training, coaching and assessment programmes				
Administer staff and organisational development		Coach and mentor staff		
		Drive continuous improvement initiatives and activities		
		Drive departmental performance to achieve organisational goals		
		Maintain up-to-date knowledge of developments in the learning and development field		
Manage resources within the team				
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Change Management	Level 4	Developing People	Advanced
	Continuing Professional Development Management	Level 5	Lifelong Learning	Advanced
	Continuous Improvement Management	Level 4	Service Orientation	Advanced
	Environmental Management System Framework Development and Implementation	Level 3	Communication	Intermediate
	Learning and Development Framework Management	Level 5	Leadership	Intermediate
	Organisational Resource Management	Level 4		
	Project Management	Level 5		
	Staff Development Management	Level 5		
	Trainer and Assessor Development Management	Level 5		
	Training, Coaching and Assessment Management	Level 5		
Workplace Safety and Health Framework Development and Implementation	Level 3			
Programme Listing	For a list of Training Programmes available for the Energy and Chemicals sector, please visit: www.skillsfuture.sg/skills-framework/energyandchemicals			

The information contained in this document serves as a guide.