

Position Description

Job Title	Manager, KIPL
Reports to	VP, Education & Training
Date	4/1/2021
Purpose Statement	
<p>This position manages leadership development programs and assists in the analysis of the effectiveness of existing programs under the KIPL umbrella as well as in identifying future direction/learning needs. The KIPL manager is responsible for the development and updating of KIPL training programs including identifying training needs for the participants and conducting skills gap analyses. In addition, the KIPL manager stays abreast of research and trends within the area of leadership development and wellbeing in healthcare. To be successful in this role, you should have critical thinking skills, solid understanding of adult learning theory and the ability to design programs that are aligned with the identified learning objectives.</p>	
Qualifications	
Experience	<ul style="list-style-type: none"> • Work experience as a Training Manager or similar role. • In-depth understanding of traditional and modern training methods (including workshops, simulations, e-learning, and coaching). • Experience organizing training activities within executive education. • Hands-on experience with project management and budgeting. • Proficiency in Learning Management Systems (LMS). • Excellent communication skills. • Must be well-organized and able to balance multiple projects. Time management and excellent communication skills, ability to work well under pressure and anticipate needs in advance are desirable.
Education	BSc/MSc in Human Resources, Learning and Development, Organizational Psychology, or relevant field.
Technology	Microsoft Office software (Word, Excel, Outlook, PowerPoint). Experience with Raiser's Edge and Financial Edge also desirable.
Key Result Areas	

<p>Primary Responsibilities</p>	<ul style="list-style-type: none"> ▪ Responsible for the management of programs currently offered under the KIPL umbrella. Updates program syllabi and outlines course materials as well as manages the delivery of education. ▪ Keeps Program Chairs and other stakeholders informed and up to date on their respective program events. ▪ Evaluates the results of learning courses. ▪ Assists the Vice President in developing and implementing the overall strategic plan for KIPL. ▪ Establishes performance goals and measures to evaluate success of assigned area of responsibility. ▪ Conducts research when needed to stay abreast of trend within topic as well as within new training methods (including e-learning courses and game-based platforms). ▪ Responsible for maintaining an inclusive working environment that is free from discrimination and harassment. ▪ Performs other duties as assigned by the Vice President or other appropriate administrator.
<p>Additional Responsibilities</p>	<ul style="list-style-type: none"> • Maintain a positive proactive and cooperative attitude among all employees to help create and support an environment that encourages and advocates employee teamwork to achieve maximum potential of the NCMS programs and activities. • Actively participate in and provide support for the NCMS membership recruitment and retention efforts by promoting the NCMS during work duties; communicating the awareness of NCMS programs and purpose to members and non-members; and participation in periodic membership recruitment activities undertaken by the NCMS. Specific recruitment requirements may be assigned from time to time by the Executive Vice President based on Society membership goals and objectives. • Frequent evening meetings and occasional weekend meetings should be expected. • Additional duties as assigned.
<p>General Agency Support</p>	
<p>Customer Service and Phone Support</p>	<ul style="list-style-type: none"> • Support the general operations of the agency and agency strategic plan to include but not limited to: <ul style="list-style-type: none"> • Answering and responding appropriately external calls • Attending and contributing to All-staff and other internal team meetings. • Working collaboratively across teams to meet goals and produce outcomes as specified in agency’s strategic plan.
<p>Strategic Commitment</p>	
<ul style="list-style-type: none"> A. Understand NCMS Enterprise vision, mission, goals, and values. B. Actively promote NCMS Enterprise to members, non-members, and other stakeholders. C. Support an environment that encourages teamwork; open, honest, and respectful communications; and where every team member is valued and accountable. 	

Growth Opportunities

The Division leadership commits to identifying the appropriate mentor within the team to answer questions, provide insight to career development, and assist with performance evaluations. This position has 3 levels: entry, experienced, and advanced. Progression through the levels is dependent on years of experience, performance, and skill development and the following:

- Education: *Example:* seeking additional education and training relevant to their job responsibilities (or something to that effect), perhaps put interaction with a mentor here.
- Experience: *Example:* years of relevant work experience, relevant skill development, level of sophistication in decision making (low, shared, independent);
- Responsibility: *Example:* able to do all that is expected, willing and able to assist others, taking on new responsibilities.
- Performance: *Example:* are you not meeting, meeting, or exceeding your strategies and tactics...
- Tools for growth include the Insights Discovery psychometric tool, built to help people understand themselves, understand others, and make the most of the relationships that affect them in the workplace.

Employee Signature	
Date	