



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE COORDINATOR-STAFF DEVELOPMENT UNIT	2. DIVISION HUMAN RESOURCES DEPARTMENT	3. DEPARTMENT STAFF DEVELOPMENT UNIT
4. ORGANISATIONAL RELATIONSHIP The Coordinator-Staff Development Unit will report directly to the Manager-Organisational and Employee Development.	5. NATURE & SCOPE The Coordinator-Staff Development Unit, in keeping with the vision of the Authority, is responsible for facilitating the training and development initiatives of Clinical and Nursing staff of the Authority. He/She will also focus critically on ensuring that clinical and nursing staff competencies are met to support the core business of the Authority.	
6. SPECIFIC ACCOUNTABILITIES The Coordinator-Staff Development Unit: <ul style="list-style-type: none"> ❑ Designs and conducts in collaboration with key stakeholders, work related training and development programmes to improve individual or organizational performance. ❑ Collaborates with clinical and nursing heads in analyzing organizational training needs and evaluate training effectiveness. ❑ Develops, implements and conducts departmental orientation with all new staff in the clinical and nursing areas on policies, procedures and their duties in collaboration with the relevant heads of department. ❑ Identifies educational requirements and/or retraining based on review of completed incident/accident reports and needs assessments for clinical and nursing employees as required. ❑ Supports and consults with supervisors and others on training developments, new technologies, strategic initiatives, continuous improvement projects, or business process re-engineering efforts. ❑ Serves as a resource person in the delivery of training sessions, workshops and seminars as required. ❑ Assists in the research and review of updating policies and procedures within the Unit. ❑ Analyzes feedback forms and survey reports to determine effectiveness of training and suggest improvements as needed. ❑ Researches and recommends external training opportunities, conferences and workshops for staff members. ❑ Collaborates with supervisors to assess training needs and develop strategies for talent development. ❑ Prepares reports as required. ❑ Creates, maintains and manages the annual training budget for the Staff Development Unit. ❑ Performs any other related work as may be required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> ❑ Excellent interpersonal skills. ❑ Strong communication skills, both oral and written. ❑ Strong public speaking skills ❑ Strong leadership skills. ❑ Strong organizational and time management skills. ❑ Ability to maintain focus on vision while promoting flexibility and adaptability in the change environment. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> ❑ B.Sc. in Social Sciences or Human Resources or Education. ❑ Experience at managing the operations in the training portfolio of a large organization. ❑ A track record of participation in organizational transformation activities with strengths in facilitating the management of change. ❑ A minimum of five (5) years' experience in a similar capacity. ❑ Experience in the Health Sector would be an asset. ❑ Any equivalent combination of qualification and experience. 		

9. SUPERVISORY RESPONSIBILITIES

- Training Officer
- Human Resource Assistant

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Manager-Organisational and Employee Development
- General Manager-Human Resources
- Medical Director
- General Manager-Nursing
- Nursing Administrator II
- Other members of the Management Team
- Training Advisory Committee
- All staff of both Primary and Secondary Care

External:

- Facilitators/Service providers
- Other Regional Health Authorities
- Ministry of Health
- School of Advanced Nursing
- School of Midwifery
- College of Science Technology and Applied Arts of Trinidad and Tobago
- University of Trinidad and Tobago
- University of the Southern Caribbean
- University of the West Indies