

# Job Position : P&C People Development Specialist

## PURPOSE OF POSITION

To provide technical specialist guidance and support to ensure the effective design and delivery of tools, resources and activities that enable employees to learn, develop and be successful in contributing to WVFT's Mission

Reporting to the People & Culture Director, this job provides central coordination, advice and support for key organizational processes:

- Design, communication, advice and monitoring of Learning & Development policy and protocol and its application
- Performance Management and Personal Development Planning
- Orientation and onboarding, including compliance trainings and other key compliance requirements
- Design, delivery and evaluation support for technical trainings, professional development and manager development

## MAJOR RESPONSIBILITIES

### **Learning & Development quality and effectiveness. Ensure: 40%**

- L&D policy and protocol is understood and applied
- L&D tools and activities are designed and delivered in line with adult learning principles and best practices, including use of learning needs analysis
- L&D tools and activities are evaluated and lessons learned applied
- External trainers/providers are identified and evaluated to ensure the best solution for WVFT (quality and cost)
- Coordination and preparation for major staff/manager development courses/events
- Coordination and oversight of WVFT's use of and its L&D content in WV's online learning platform, including technical L&D design support
- Requests for input to Audits related to all aspects of this role are met

### **Performance management. Ensure: 20%**

- Employees are prepared for and equipped to facilitate the annual Partnering for Performance process, including the use of WV's online HRIS system (Workday), and Probation and Personal Improvement Plans
- Personal development and wellbeing plans are completed by staff and analysis conducted to identify common needs and gaps
- Partnering for Performance practices are continuously reviewed and improved (eg goal setting, end of year rating validation)
- Progress reports are provided for P&C Business Partners and P&C Director to support monitoring of implementation and evaluation of processes

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## **Onboarding and orientation. Ensure : 20%**

- Managers receive orientation, checklist and ongoing guidance on their role in facilitating new hire onboarding
- Central coordination and implementation of general orientation programme for all new hires, including the online content in WVeCampus, and WV's Mission Immersion Programme (MIP)
- P&C Business Partners receive support and guidance so they can effectively oversee and monitor onboarding
- Technical support and advice to assist Divisions to design and deliver Division/Department- specific induction processes/content
- The annual ' core policy acknowledgement' process is completed and reported on

## **Compliance training. Ensure: 10 %**

- Employees are aware of, understand the importance and complete all required annual global compliance trainings
- Global compliance trainings are translated into Thai as needed
- Reports on progress/completion are provided to P&C Business Partners and P&C Director

## **P&C Team Effectiveness. Ensure: 10%**

- Contribution and support to P&C Division team unity, growth and performance, and help colleagues live out WVFT's core values
- Role modeling of being an effective adult learner with a growth mindset
- Support and guide P&C Business Partners so they can effectively fulfil their roles in all areas related to the scope of this position

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## KNOWLEDGE, SKILLS AND ABILITIES

- Degree, preferably in a related area
- 2-3 experience in Learning & Development or capacity building work, preferably in an NGO setting, but not essential
- Demonstrated ability to design and deliver learning resources and activities that reflect adult learning principles
- Demonstrated ability to effectively work and collaborate with a range of staff, managers and across multiple departments to plan, design and implement L&D solutions
- Demonstrated growth mindset and desire to find new and more effective ways of enabling people to learn and grow
- Experience and/or passion for digitalized learning and development and online tools and platforms which enable more flexible learning
- Track record in working with data and analyzing and reporting data to help colleagues and managers better understand and make decisions

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หรือที่ : <https://www.worldvision.or.th/page/workwithus.html>

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