



## Manager, Training & Talent Development (Ref: MCW/301118/TTM)

**CHANGE YOUR FUTURE, AND THE FUTURE FOR CHILDREN IN HONG KONG. JOIN OUR TEAM.**

Our staff are creative, collaborative, and willing to do whatever it takes to get the job done. They embody our core values and believe in our vision and mission. If you enjoy a work environment that is challenging, rewarding and making an impact, we invite you to consider a career with Mother's Choice.

### Position Description

Training & Development activities have always been integral to Mother's Choice and we are developing a Competency-Based Learning & Development Framework that sets out the knowledge, skills and attributes required across the organization, for both staff and volunteers. The focus over the next three years will be the Manager, Training & Talent Development to refine Mother's Choice Competency Based Framework, and to implement training across competencies from within the framework internally so that we can have greater impact externally.

The Manager, Training & Talent Development will serve as a key member of the Human Resources Team, enabling the success of our people and organization through initiatives that build knowledge, skills and capabilities. The Manager will report to the Assistant Director, Human Resources and lead the design, development and delivery of learning and organizational development initiatives that is aligned with our Competency Based Framework. His / Her primary responsibilities will be to build a learning organization that grows leaders from within and supports a positive work environment focused on continuous improvement and increasing productivity. The right candidate will be able to foster an environment of life-long professional learning through the implementation of both soft-skill and technical courses as well as non-traditional and innovative learning opportunities.

Passionate about the values of Mother's Choice and believes and supports the vision that every child is in a loving family and acts as an advocate for those who don't have a voice. The individual must set a high standard and act as an example for staff, volunteers and the community.

### Key Responsibilities

- Develop strategy and lead talent management in areas of job evaluation, performance management, talent development and success planning
- Guide and support all departments in job analysis and develop clear job descriptions based on our Competency Based Framework for all
- Lead the development of strategic learning & development plans, training policies and training schedules
- Identify training and development needs within the organization through job analysis, appraisals and/or consultation with the leadership team, Managers, and HR head
- Develop/design, implement, manage customized training materials, processes, and programs to match our needs
- Create and manage a project plan and provide logistical support, course development, delivery, evaluation, and process measurements
- Create metrics to evaluate training materials, processes, and programs results
- Support our internal succession planning by managing individualized training plans (PDPs)
- Research, evaluate, and utilize new training and development techniques, methods and procedures through workshops, research,
- Monitor training team expenses to ensure it meets training budget
- Serve as a human resources specialist to provide human resources solutions to departments, contribute new ideas and initiatives and implement changes and strategic human resources initiatives
- Assist the HR team as needed in other areas of HR including, but not limited to recruiting, associate relations, payroll, etc.
- Perform various administrative tasks in relation to Training & Development activities as necessary
- In addition, reasonably assigned duties, tasks, projects as directed and/or per business need



### Requirements

- Bachelor's degree in Human Resources/Business or Education preferred
- Minimum of 10 years of experience in training and development or similar/relevant role, with at least 4 years on management level
- Must be aligned to the culture, values and the vision of Mothers Choice. Passionate about the vision of Mothers Choice that every child is in a loving family and acts as an advocate for those who don't have a voice. The individual must set a high standard and act as an example
- Ability to facilitate effective training, deliver results, and meet deadlines
- Possess excellent leadership, presentation, oral & written communication, facilitation and interpersonal skills
- Ability to influence and coordinate among all departments to identify training needs and offer support/coach resolutions
- Ability to plan, multi-task, and manage time effectively
- Familiarity with traditional and modern training methods
- Track record in designing, writing, and executing successful training programs
- Proficiency with MS PowerPoint, Word, Excel, Google docs, HRIS systems, and database skills
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount.

### To Apply

Interested candidates should send a cover letter and full resume quoting the job reference number (Ref: MCW/301118/TTM) and expected salary to Assistant Director . Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; email [hr@motherschoice.org](mailto:hr@motherschoice.org); fax 2525 7445

Personal data collected will be used for recruitment purposes only. Applicants who do not hear from us within two months may consider their application unsuccessful. Mother's Choice is committed to diversity and inclusion and is an equal opportunity employer.

### About Mother's Choice

Mother's Choice is a local charity serving the many children without families and pregnant teenagers in Hong Kong. We join hands with our community to give hope and change the life stories of vulnerable girls and babies. Our vision is to see every child in a loving family.