

## **BARBADOS VOCATIONAL TRAINING BOARD**

### **JOB DESCRIPTION**

**JOB TITLE:** Director of Training

**SALARY SCALE:** S4

**REPORTS TO:** Chairman of the Board of Directors

**SUPERVISES:** Assistant Director (Operations), Assistant Director (Administration), Executive Secretary, Accountant, Registrar, Senior Inspector, Project Administrator.

**JOB SUMMARY:** The Director of Training is responsible for the strategic leadership and management of the Board. The goal is to ensure that the Board realizes its mandate of providing competently trained manpower that meets the dynamic needs of industry.

### **CORE FUNCTIONS AND RESPONSIBILITIES:**

1. Determining and implementing strategies for the efficient execution of the policies and procedures of the Board.
2. Planning, organizing and directing effective systems to initiate and successfully maintain programmes offered by the Board as specified in the Occupational Training Act.
3. Advising the Board of Management on measures and strategies considered necessary to ensure an adequate supply of trained manpower in occupations in all branches of economic activity.
4. Setting goals, developing staff, monitoring work and evaluating results to ensure that organizational objectives and operating requirements are met and are in line with the needs and mission of BVTB.
5. Creating strategic alliances and partnerships by establishing and maintaining close relations with employers, other government departments, the industrial and business sector and institutions of higher learning.
6. Establishing strategic partnerships with the private sector to determine training needs and to ensure that curriculum and training programs are in line with industry needs and also prepare students for the next generation of growth and innovation.

7. Preparing Annual Estimates of Expenditure and ensuring effective and efficient use of the Board's finances.
8. Ensuring the BVTB is compliant with all financial rules and regulations, including the annual audit and submission by set deadline of the Board's financials.
9. Ensuring that effective policies, procedures and infrastructure are in place to support the operations in vocational education and training.
10. Ensuring that policies, strategies and goals are clearly understood by all stakeholders, and facilitates the development, maintenance, and monitoring of curriculum and operational plans so that business and strategic objectives at all levels are achieved at an optimum pace.
11. Managing performance including the facilitation of performance appraisals for direct reports with a view to reviewing performance and developing the required competencies.

**Qualifications and Experience:**

- a) A Post Graduate Degree in Public Administration/ Management Studies along with a Certificate / Diploma in Technical/ Vocational Education; and
- b) Not less than five (5) years' experience in a Senior Management Position.

**Competency Requirements:**

- The Employment Rights Act, 2012-9
- The Safety Health at Work (SHaW) Act 2005
- Statutory Board (Pensions) Act Cap 384
- Public Finance and Management Act, 2019 (Act 2019-1)
- Financial Administration and Audit (Financial) Rules
- Public Procurement Act. 2019
- Occupational Training Act
- The Commitment for Results Framework
- The Performance Review and Development System Framework.
- Other relevant laws, ordinances and administrative arrangements which impact upon the functioning of the Board.
- An Understanding of training needs analysis and pedagogical techniques.
- Proficiency in MS Office, word processing, spreadsheet and database applications or equivalent.

### **Skills:**

- Ability to plan effectively for best results.
- Strong verbal and written communication.
- Sound understanding of technical and vocational education and training.
- Sound knowledge of management and administration of a Training Board / Technical institution.
- Time management.
- Ability to learn quickly in a dynamic and challenging environment.

### **Management Practices:**

- Adaptability
- Builds relationships
- Effective delegation
- Effective communication
- Encourages teamwork
- Strategic thinking
- Improve the organization
- Leadership
- Manages diversity
- Managing performance and development
- Objective judgement
- Problem solving / decision making
- Results oriented

### **Desired Behaviours:**

- Vigilant
- Trustworthy
- Professionalism
- Attention to detail
- Team player
- Positive attitude
- Confidentiality
- High standard of conduct
- Ability to work with minimum supervision

### **Environmental / Physical Requirements:**

- Work is normally performed in a typical interior office environment.
- Periodic visits to the plants, offices / facilities required.
- Ability to operate standard office machines and equipment on a daily basis.
- Extensive use of computer keyboard / laptop.

You may be asked to perform other related duties from time to time. You will be evaluated in part based on your performance of core functions and responsibilities listed in this job description. Management has the right to revise this job description at any time.

### **Method of Selection:**

The selection process will be competency-based and may involve a combination of methods that may include interviews and psychometric testing.

### **Compensation:**

**Salary Scale S4 (\$121,547.08) per annum (fixed).**

#### **Allowance**

The following allowances are payable:

- a) Taxable and pensionable entertainment allowance at the rate and \$643.75 per month.
- b) Taxable and pensionable entertainment allowance of \$802.89 per month.
- c) Telephone allowance of \$120.89 per month.

### **Leave:**

Leave is granted as follows:

#### **Vacation Leave**

Forty-two (42) days' vacation leave of which fourteen (14) must be taken annually or lost and at least 5 of the 14 days must be taken consecutively. There is a maximum accumulation of leave of one hundred and twenty-six (126) days.

#### **Sick Leave**

Twenty-one (21) days sick leave per calendar year in the case of permanently appointed officers and fourteen (14) days per calendar year in the case of temporary officers.