



## RS FORM 2 - JOB DESCRIPTION

### SECTION A - POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** Ministry of Finance & Treasury

**DIVISION/SECTION:** Inland Revenue Department

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 273-10098

**MINISTRY VACANCY REF:**

**POSITION TITLE:** Team Leader Training Development

**POSITION LEVEL:** L10/11

**SALARY RANGE:** \$ 2,599.16 32.78 - \$ 2,941.85 per FN

**THIS POSITION REPORTS TO:** Assistant Deputy Commissioner Operations

#### **THIS POSITION SUPERVISES:**

None

#### **LIAISONS**

- a) **Internal:** Commissioner, Deputy Commissioners, Assistant Deputy Commissioners, IRD Auditors, IRD Team Leaders and all other IRD staff as required.
- b) **External:** Ministry of Finance and Treasury Corporate Services Section, Solomon Islands Institute of Public Administration, Ministry of Public Service, IRD private training providers.

### SECTION B - SCOPE OF DUTIES

This position will contribute to the organisation functions and strategies through the development and conduct of a range of training and learning activities for IRD staff on:

- Assessing needs
- Tracking/Monitoring
- Identify suitable training options
- Covers on the job training as well as off-job

### SECTION C - KEY DUTIES

**This position is required to undertake the following duties:**

- Strategic planning approved by executive

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**This position is required to undertake the following duties:**

- Strategic planning approved by executive
- Devise an annual schedule of training for IRD staff and ensure this training is provided.
- Identify suitable training options
- Design and conduct training and learning activities that will be used to develop the capacity of IRD staff covering a wide range of subjects such as communication, office skills, people skills, staff induction, writing skills, customer service etc.
- Coordinate and administer training and learning activities including organising other staff to conduct training sessions, arranging venues, catering, materials and participants.
- Assess and evaluate the effectiveness of training and learning activities conducted for staff.
- Conduct a training needs analysis for all staff as required. Collate data from training needs analysis and record results in a training database.
- Maintain records of attendances at training on a training database.
- Work with training providers engaged by the IRD as a counterpart trainer.
- Assess the quality and potential benefit of external training both in the Solomons and overseas and make recommendations to IRD in regards to staff participation in external training.
- Determine new ways of providing learning and training opportunities for IRD staff as the need arises.
- Ensure staff who attend training provide evaluations of training they have attended.
- Work with leaders to ensure training conducted results in a tangible performance improvement
- Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

## **SECTION D - KEY DELIVERABLES**

**The incumbent of this position will have their performance assessed according to following key deliverables:**

1. A strategic plan of internal and external training is scheduled and training conducted in line with this program.
2. IRD staff all have access to and are participating in training and learning activities on a regular basis.
3. IRD has an up-to-date understanding of the training needs of IRD staff.
4. Training and learning activities conducted by and for IRD are evaluated for their effectiveness. Action is taken to modify programs if needed or provide feedback to training providers.
5. Training records are kept up to date. Reports on training and learning activities are provided to the IRD executive as required.
6. Performance is visibly improved as a result of training
7. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications**

- Degree in Human Resource Management, or Education. With a Training Of Trainers certificate, plus at least 5 years of working experience in the field of training and or Capacity development. Applicant should have a good leadership and management skills and be able to work in a team and a challenging environment.

### **Desirable Qualifications**

- Completion of any short term training on adult education/training, leadership and development processes is desirable.

### **Capabilities Required**

- Excellent written/oral communication skills
- The ability to design and conduct training using the principles of adult learning.
- The ability to translate information into practical skills based training.
- Planning skills

## **SECTION F - KEY SELECTION CRITERIA**

**Suitability for this position will be assessed against the following key selection criteria:**

**KSC1.** An understanding of the principles of adult learning.

**KSC2.** Highly developed written and verbal communication skills.

**KSC3.** Understanding of human resource management issues.

**KSC4.** Strong computer skills including the use of Word, Excel, internet and email, PowerPoint and Publisher.

**KSC5.** Well organised approach to work including the ability to handle multiple tasks at once.

**KSC6.** Excellent interpersonal skills.

**KSC7.** Ability to learn new information

**KSC8.** Ability to understand and comply with the public service Code of Conduct and follow all other laws, policies and procedures which relate to the improving gender equality and creating safer workplaces.

**KSC9.** Vocational training in adult education or assessment and workplace training would be an asset.

**KSC10.** Demonstrated ability to coach and improve the performance of others.

**KSC11.** Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.

## SECTION G - TERMS AND CONDITIONS

**Fortnightly Salary:** \$ 2,232.78 - \$ 2,511.27

**Annual Salary:** \$ 58,052.35 - \$ 65,292.96

**Annual Leave entitlement:** 28 days

### **Other Conditions of Service relevant to this position:**

- 15% housing allowance is paid per fortnight if housing is NOT provided.
- 23% special duty allowance paid per fortnight based on annual salary.
- Any other allowance applicable to the position.

## SECTION H - APPROVAL *(Business use only)*

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

.....  
Permanent Secretary/Responsible Officer

.....  
16/03/23

Date Approved

Additional Comments: *Approve position*