Assistant Manager (Learning and Organizational
Development), Human Resource
Singapore Institute of Technology

Job Title Assistant Manager (Learning and Organizational
Development), Human Resource

Department

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jul. 5, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Human Resources

Job Website https://careers.singaporetech.edu.sg/cw/en/job/498713/assistant-manager-learning-and-organizational-development-human-resource

Apply By Email

Job Description

Assistant Manager (Learning and Organizational Development), Human Resource

Job no: 498713
Department: Human Resource
Contract type: Contract
Apply now

Assistant Manager (Learning and Organizational Development), Human Resource
Singapore Institute of Technology

We are looking for an individual who is learning agile, a systems thinker, and passionate about helping people to join our team.

Key Responsibilities

You will report to the Deputy Director, Human Resource Division responsible for Learning and Organizational Development (L&OD). You will assist him/her in developing policies, designing frameworks, programmes and processes, and managing initiatives, interventions and projects that strengthens SIT's organizational capability to deliver on our strategic goals.

Here are your key responsibilities if you join us:

- Manage our team's administration and resourcing efforts, administer our scholarships and sponsorship scheme, and ensuring the effective use of our new SuccessFactors Learning Management System and related systems by our colleagues.
- Help develop our university's strategic thrusts in L&OD, be part of the effort to translate them into the Total L&OD Plan, and lead the operationalizing of the Plan's components.
- Support colleagues in the full spectrum of activities (dialogue with stakeholders, maintain frameworks and policies, derive development needs, research and learn best practices, generate ideas, design interventions, source programmes, nudge Communities of Practice, select job aids helpful to learners, evaluate effectiveness, use feedback to improve execution of our team's workstreams).
- Help prepare our people managers to effectively lead their team, anchor SIT's Core Values in the way their teams work, and to help shape our Organizational Culture.
- Support our Talent Management efforts to ensure we possess organizational capabilities which are future-ready to tackle challenges ahead of us.
- Contribute to our university's digitalization initiative by identifying opportunities to digitalize our workstreams, help our staff embrace e-Learning as a way of life, and assist in the design, development, testing, implementation, change management of new Learning Management System.
- Keep abreast of latest developments in learning methodologies and technologies, emerging adult learning and workplace performance support trends, and adapt best practices to maximize the value of our investments in L&OD.

Job Requirements

Assistant Manager (Learning and Organizational Development), Human Resource
Singapore Institute of Technology

Direct Link: https://www.AcademicKeys.com/r?job=238552
Downloaded On: Jul. 16, 2024 6:48am
Posted Jul. 5, 2024, set to expire Nov. 3, 2024

You should

- have attained a Bachelor degree, with 1-2 years of experience in L&OD and/or HR. Fresh graduates who are clear about developing expertise in L&OD are welcome to apply.
- be learning agile, and believe that a growth mindset is critical to developing yourself and others
- have applied systems thinking to designing interventions and nudging people into changing their mental models which then result in sustained behavioral changes
- be digitally savvy. Proficiency in Microsoft Office and SuccessFactors will be advantageous
- possess a relentless passion in helping people grow and add to their lifelong employability
- like collaborating across functions, and would like to help SIT achieve more by fostering greater alignment with strategic goals and strengthening line of sight for colleagues
- strive continuously to think more clearly and see articulating your thoughts simply as necessary to advancing your work
- have attained the IHRP-CA (Institute of Human Resource Professionals-Certified Associate) certification or planning to do so

Apply now
Advertised: 04 Jul 2024 Singapore Standard Time
Applications close: 31 Jul 2024 Singapore Standard Time

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore