

LLOYDS GROUP JOB DESCRIPTION FORM

1. **BASIC ROLE DETAILS**

Position Title	Sr.Executive / Assistant Manager - L & D	Grade: E / F
Division/ Department	Corporate Office	
Location	Madhu Estate, Lower Parel, Mumbai	
This Role Reports to	General Manager – Learning & Development	
This Role Supervises		

2. **PURPOSE OF THE ROLE**

To design, manage and implement the Learning & Development activities in the Behavioural areas. To drive the Organizational objectives on the Learning and Development domain.

3. **IDEAL PROFILE**

Educational Qualification	Essential: MBA in HR	
	Preferred: Dip - T & D or Trainer Certification	
Work Experience Required (In yrs.)	Total: 3 - 4 years	Years (Relevant experience): 2 years
Other Relevant Direct Skills	Training Program Management, Listening skills, Communication skills, Training Need Analysis, Planning and Implementation.	

4. **MAIN RESPONSIBILITIES**

Responsibilities (Indicate Key Deliverables for this position)
- Assess learning needs of employees and roll out of yearly/quarterly/monthly calendar based on the needs assessed
- Design and backend support for delivery of behavioral learning programs for employees
- Liaison with external learning partners for the identified training programs
- Create Learning Matrix for Soft Skills
- Ensure all learning policies are in line with relevant organizational and statutory policies
- Monitor the effectiveness of all the behavioral learning programs
- Develop self and enhance awareness in the relevant areas at all times by being an internal Learning & Development resource
- Facilitating new L&D initiatives in the Company

KEY INTERACTIONS – External/Internal
External – Training Service providers
Internal – Location HRs and employees

5.

KEY COMPETENCIES REQUIRED (Technical & Behavioral)	With Whom	Brief Description (Frequency & Nature of Interaction)
TECHNICAL	Learning Partners / Trainers/ Consultants	Regular interactions for training programs identified
Internal	Manufacturing HR's / Department Heads	Regularly

6. KEY COMPETENCIES REQUIRED (Technical & Behavioral)	
a. TECHNICAL BEHAVIORAL	1. Training Program Management
	2. Design of training programs
	3. Training Process knowledge
	4. Measuring Training effectiveness
	5. Listening
b. BEHAVIORAL WORKING CONDITIONS (PHYSICAL & ENVIRONMENTAL DEMAND) Office environment and comfortable in travelling across the country for managing the learning programs.	1. Customer and employee orientation
	2. People orientation
	3. Business orientation
	4. Operational effectiveness
	5. Personal effectiveness
	6. Decisiveness
	7. Team Working
	8. Learning Mindset

7. AUTHORITY - INDICATE THE APPROVAL AUTHORITY FOR THIS POSITION, IF ANY.		
People		
Financial		
Others		
8.		
CHRO		
CHRO		
Name:		
Signature:		
Date:		
PREPARED BY	REVIEWED BY	APPROVED BY