

Stevenson

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Your Partner in Transformation

Job Title: Head of Training
(Financial Services)

Stevenson Huréca focuses on providing Professional and Executive Search, and recruitment Services. Our strength lies in the principal asset of a team of highly dedicated and competent consultants from MNC backgrounds. With our valuable experience and thorough knowledge in IT and Commercial industries, we are able to provide unparalleled and effective human resource services to our clients.

Our Client: Our client is ranked the "Best Performing Finance Company in Singapore", among the 'Top 100 ASEAN Financial Institutions' and is listed on the Singapore Stock Exchange in 1974, our client provides financing solutions and services that include corporate and consumer loans, government assistance for SMEs, corporate finance and advisory services..

POSITION : Head of Training
COVERAGE : Singapore
REPORTS TO : Senior VP of Operations & Training

Job Purpose:-

As Head of Training, you are responsible to lead, develop, implement and continuously training initiatives and solutions to drive business results and contribute to the overall efficiency and effectiveness of the organisation, with alignment to the company vision and regional business strategies.

Reporting to the Senior VP, you will manage Training Program, and will work closely with BU Heads, Branches and senior management to plan and implement training programs for Talent Management and retention to support the regional roll-out and year-on-year growth.

Key Responsibilities:

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- **Lead, develop, implement** and continuously reviewed for improvement - training initiatives and solutions (*i.e. technical training programmes, digital training solutions, professional development pathways across employees from associate to senior management level, risk and compliance training solutions etc*) to effectively impact business units, while maximizing value and training-cost savings
- **Conduct training needs analysis** across business units from senior management to associates to understand, analyse, plan and deliver relevant and customised training to meet business needs across professional grades
- **Plan, manage and coordinate** with key stakeholders to deliver effective training solutions (*i.e., classroom, WebEx, external, blended, lunchtime seminars etc*) across different business units
- **Establish good relations** with key stakeholders (*internal and external, including business units, trainers and training providers*) to ensure smooth programme delivery for differentiated training courses across grades and businesses, including development of training roadmap
- **Deliver train-the-trainer courses** to prepare and equip new trainers with practical, hands-on skills in facilitating adult learning and training, including experience sharing on training methodologies
- **Design and develop customised courses** with subject-matter-expert input across different business units, and also co-instruct training with line managers to ensure smooth roll-out and to get feedback for course enhancements
- **Consult with business leaders and HR function** on training solutions (*i.e. programme structure, marking and evaluation rubrics, learner engagement strategies, instructing methodology*) and perform research on training practices for benchmarking of programmes
- **Enhance and update training programmes** and content for continuous improvement using training surveys, programme evaluations, programme pilots etc to ensure quality and consistency in training programmes

- **Apply for training grants, prepare financial documentation** to ensure timely and proper submission of training claims to government funding agencies for better utilisation of annual training budget
- **Manage training budget and training schedules** across business units
- **Coach team-members in the department** and provide just-in-time feedback on work performance for professional development
- **Support in human capital related duties** (i.e. facilitate events, coaching workshops, new hire orientation, programmes, office events)
- **Partner and consult with HR function** for development, selection and scheduling, implementation and roll-out of various milestone/ differentiated training solutions (including internally sponsored training and funded training) across business functions and employee levels (e.g. associate to senior management level)
- **Perform quality assurance reviews** on e-learning courses to ensure quality and consistency across modules developed using various learning platforms and tools
- **Conduct training workshops** to staff from all departments to increase use of learning tools and develop user guides / training manuals / job-aids on Learner Management System (LMS), e-learning tools and services to increase reach and access to self-learn resources

Key Requirements:

- University degree in a relevant field of study with 12 - 15 years' experience in Training , Organisation Development, and Talent Management, with at least 5 years at a Management level
- You will have 10 years of work experience within the Training/ Talent Management sphere and will have operated as the Training Partner role.
- You will have good track record on Training delivery experience with relevant certifications and Training program management experience in mid-large organisations and virtual management will be a significant advantage.

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- Good collaboration skills and communication skills with proactive leadership skills will be preferred and with hands-on, very dedicated and excellent operations management skills
- Speaks fluent English and superior writing skills
- Singapore citizen or PR is preferred

Please submit your CV with these **important** information: Current salary, Expected salary, recent photo and notice period to recruit@stevenson.com.sg

Priority will be given for candidate who has submitted the above info. We thank all candidates and regret that only shortlisted candidates will be notified.

Stevenson Huréca Pte Ltd

An MOM EA Licensee: 11C3786

A SkillsFuture Approved Training Organisation

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