

# Job Description

---

## Training Development Officer

### **Goals**

Training Development Officer is responsible for efficient and effective development, maintenance and delivery of training programs. He/She will work closely with subject matter experts to ensure course content and delivery meets the needs of targeted audiences.

He/She will assist in performing an annual training needs assessment as input to the strategic training program and collaborate with leaders to determine the most cost-effective method for training based on the topic and audience.

---

### **Responsibilities**

#### **Responsibility 1: Training Development**

- Learn new concepts, content, and processes quickly and turn knowledge into effective training programs and material.
- Designing effective training programs and conceptualizing training materials based on data and research the training developer validates.
- Assist the Training Developer in developing content, delivering and supporting training initiatives for various groups using a variety of delivery methods including classroom-based, 1:1, self-instructional materials, job aids, virtual classroom, and webinars/web events.
- Utilize desktop publishing and graphics packages, simulation software, and audio/visual technology, where appropriate, to produce professional and effective training materials.

#### **Responsibility 2: Trainings and Education Offers**

- Implement new classic and digital offer together with the Digital Training Project Manager and Training Developer (1).
- Liaises with Content Specialists (i.e. Subject Matter Experts) who develop content for learning and assessment.
- Consult with instructional designers to increase expertise in course design.
- Provide expertise and assistance to instructors, team members, and other locations, as needed.

#### **Responsibility 3: Training Logistics Management**

- Organize and coordinate training sessions, workshops, seminars, or other learning activities.
- Manage logistical aspects such as scheduling, venue selection, equipment setup, and participant registration.
- Coordinate the production and distribution of training materials in various formats.
- Ensure smooth execution of training events by providing necessary materials, resources, and technical support.
- Manage and maintain in-house training facilities and equipment.

#### **Responsibility 4: Training Delivery and Facilitation**

- Assist in delivering training programs or workshops as needed.
- Support trainers or subject matter experts in delivering engaging and effective learning experiences.

## Job Description

---

- Facilitate discussions, activities, or exercises to enhance participant understanding and application of training content.
- Be familiar with the instructors, equipment and educational material requirements.
- Ensure operational management of the Aviato Academy learning platform: user management, 1st line support.

### **Responsibility 5: Training Program Administration:**

- Maintain accurate records of training activities, attendance, evaluation forms and participant progress.
- Manage training databases or learning management systems (LMS) to track training completion and certifications.
- Coordinate training-related administrative tasks, including budgeting, expense tracking, and vendor management.
- Ensure completion of all training administration activities associated with training delivery; provide training reports to leaders, as needed.

### **Responsibility 6: Office Management**

- Maintain updated curriculum database and training records.
  - Establish certificates.
  - Maintain an accurate database of customers/suppliers including contact details.
  - Work on the expansion of the optimal operational functioning of Aviato Academy.
- 

### **Education and/or work experience requirements:**

- Bachelor or master's degree in education, or equivalent in experience.
  - Experience required in content design and development and training delivery.
  - Experience of online learning, learning management systems or virtual learning environments.
  - Excellent face-to-face and written communication skills.
  - Excellent listening skills.
  - Excellent attention to detail.
  - Work in a methodical and organized manner, good time management skills.
  - A professional manner and the ability to deal with a range of external stakeholders.
  - Customer service mindset, and good communication skills.
  - Team player, and socially skilled.
  - Working in a problem-solving way, with attention to process improvement.
  - Good organizational talent with a hands-on approach.
  - Comfortable with change and complexity, and working in a start-up environment.
  - Good experience with MS Office tools and Google applications.
  - A good knowledge of Dutch, French, and English.
- 

- **Report to:** Training Development Expert
-

## Job Description

Reviewed by: Isabelle Borli	Function: General Manager
Date: 12/2023	
Approval Employee	Approval Employer