

Job Description

Job Summary - *a concise overview of the job*

The manager of training will be responsible for development of training documents and trainings sessions across all functions of R&D. The manager of training will be responsible for evaluating what training needs are required, development of those, and then execution. The manager of training will be responsible for ensuring the training curriculums are kept up to date and revised accordingly with shifts in regulations, industry standards, and changes within the organization

All incumbents are responsible for following applicable Division & Company policies and procedures.

Scope of Authority

- Evaluate training needs and gaps
- Develop SOPs and training curriculums
- Conduct training sessions
- Assist/develop on boarding processes to ensure the on-boarding experience is seamless for new hires and ensuring all training needs for new hires are met in a timely manner
- Keep company Academy curriculums up to date and accurate
- Evaluate and assist in company Academy enhancements as needed
- Assist teams when re-training is needed and execute
- Ensure all training is clearly documented and documentation up to date

Key Accountabilities -

Accountability	Responsibilities	% of Time
Training	<ul style="list-style-type: none"> ▪ Design training curriculums per role/department ▪ Conduct training sessions and re-training ▪ Ensure documentation of all training is clear and up to date ▪ Maintain training curriculums 	100%
Total		100%

Qualifications

<i>Minimal acceptable level of education, work experience and certifications required for the job</i>	
Education & Experience	<ul style="list-style-type: none"> ▪ College degree ▪ Minimum of 5 years of experience in pharmaceutical industry or clinical research site based experience ▪ Previous experience with training development/execution
Knowledge	<ul style="list-style-type: none"> ▪ Well versed in GCP and applicable FDA/EMA/ROW regulations ▪ Knowledgeable in training techniques

	<ul style="list-style-type: none"> ▪ Knowledgeable in the interaction between functional areas
Skills & Abilities	<i>Often referred to as “competencies”, leadership attributes, skills, abilities or behaviors that may be enterprise, functional or job specific e.g. coaching, negotiation, calibration, technical writing etc.</i>
	<ul style="list-style-type: none"> ▪ Proficient in written and oral communication and experience in presenting to groups. ▪ Ability to work with clinical trial and clinical data management systems, MS Office, electronic document management and other web-based systems. ▪ Works autonomously under consultative direction toward long range goals. ▪ Communicate proactively and appropriately and various levels within the organization and externally. ▪ Anticipate problems and innovate effective plans for complex situations. ▪ Partner with colleagues to build and maintain strong, collaborative relationships across functional areas within Encompany, with alliance partners and external service providers. ▪ Ability to prioritize and manage multiple tasks; strength in organization and planning. ▪ System experience (e.g., Veeva CTMS & eTMF)
Physical Requirements	<i>Physical & mental requirements e.g. lift 40 pounds, walk across plant/warehouse, business travel (% of time), driving as part of work responsibilities, etc.</i>
	<ul style="list-style-type: none"> ▪ Standard office environment and daily commute to assigned office location or regionally based. ▪ Business travel ~25%.