

DIRECTOR OF INDUSTRY TRAINING

JOB TITLE	DIRECTOR OF INDUSTRY TRAINING
REPORTS TO	EXECUTIVE DIRECTOR, CULINARY & HOSPITALITY MANAGEMENT INSTITUTE
SCHOOL/DEPARTMENT	CULINARY & HOSPITALITY MANAGEMENT INSTITUTE (CHMI)
<p>SUMMARY: The Director of Industry Training serves as COB/CHMI's liaison with Hospitality and Tourism Organizations and education and training institutions in the Commonwealth of The Bahamas. The Director works closely with industry to identify training needs to fill special needs and skills gaps within the industry. They are a key link between feeder institutions, including high school tourism and hospitality programs and the National Skills Training Agency. The Director is considered to be an Ambassador for tourism, hospitality and culinary arts and works to enhance the image of the sector at all levels, through ongoing consultation with industry partners and other stakeholders.</p>	
<p>DUTIES & RESPONSIBILITIES: Under the direct supervision of the Executive Director duties include but are not limited to the following:</p> <p>Administrative</p> <ul style="list-style-type: none"> • Reviews and updates existing continuing education curricular to ensure that they meet industry needs; • Prepares training proposals to ensure they meet training budget and curricular goals; • Participates in marketing and public relations activities to promote training and development opportunities at the College; • Conducts research to determine skills gaps; • Liaise with key stakeholders on immediate -, short- and long-term training and development needs; • Prepares all required reports, including annual and other reports; • Maintains copies of current standard operating procedures, job descriptions and specifications for all major functions in hospitality and tourism; • Represents CHMI at NOG's and industry meetings, as necessary, on manpower issues and needs; • Provides data on CHMI's enrollment, recruitment strategies, issues and needs; • Remains abreast of emerging industry human capital trends; • Performs all other related and implied administrative duties and such others as may be assigned by the Executive Director. <p>Communication & Outreach</p> <ul style="list-style-type: none"> • Fosters community outreach and provide liaison with public and private schools to promote, develop and articulate tourism and hospitality programmes; • Liaises and collaborate with relevant industry partners and non-government organizations to engender support for the development and implementation of programmes that meet industry employment needs and the continued training and development needs of their owners, management and staff; • Engages stakeholder organizations especially The Bahamas Hotel and Tourism Association (BHTA); The Bahamas Hotel Employers Association (BHEA); The Bahamas 	

DIRECTOR OF INDUSTRY TRAINING

Hotel, Caterers and Allied Workers Union (BHCAWU); The Bahamas Ministry of Tourism (MOT), the Ministry of Education, Science and Technology, and The Bahamas Chamber of Commerce Employers Confederation (BCCEC).

- Works with COB's internal stakeholders including CHMI and Continuing Education Services.

Programme Development

- Works closely with the industry stakeholders to review, develop and implement curricula, courses and certification programmes based upon defined needs;
- Conducts on-going programme reviews to ensure that curricula and programmes respond to the dynamic needs of industry changes occurring in culinary, hospitality and tourism.

QUALIFICATIONS:

- Bachelor's Degree in one of the disciplines of tourism, hospitality, management, human resources, education or a related field. Master's Degree preferred;
- Experience with design and delivery of skills-based training programmes;
- A minimum of five (5) years of relevant experience at the managerial level.

SKILLS & ABILITIES:

- Demonstrated commitment to the ideals of tourism, hospitality and culinary arts and to the ideals of academic excellence.
- Experience in a demanding, cross-functional position with excellent ability to solve problems, handle details and organize information.
- Administrative experience with establishing and maintaining budgets.
- Demonstrated successful experience in the development of curricula and/or training programmes.
- Demonstrated competence in the use of IT systems, written expression, interpersonal communication and leadership skills.
- Commitment to the enhancement of an open and supportive work environment to foster excellence in teaching, research and service.
- Commitment to consultation and collaboration with industry stakeholders and the employment sector.
- Personal integrity, high ethical standards, and approachability;
- Experience with program development, budget accountability, financial responsibility;
- Superior interpersonal skills and comfort with working at all level (line, supervisory, management, executive, board).

Date Published

March 6, 2013

Application End Date

April 8, 2013

DIRECTOR OF INDUSTRY TRAINING

Date to be Removed	April 9, 2013
Mailing Information: Interested applicants should send the following: <ul style="list-style-type: none">• A letter of interest (highlighting, work experience and accomplishments relevant to the position)• Current Curriculum Vitae or Resume• Copies of Qualifications/Degree(s) earned• At least three (3) written professional references	
Mailing Address: Ms. Renee Mayers Associate Vice President, Human Resources The College of The Bahamas P.O. Box N-4912 Nassau, Bahamas OR Email: hrapply@cob.edu.bs	
<i>The above is intended to describe the general nature and level of work to be performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Director of Industry Training, Culinary & Hospitality Management Institute.</i>	