***One of India’s leading producers of fertilizers and industrial chemicals,***

We are transforming our business through focus on Collaboration beyond boundaries, Relentless Focus on Results, Innovation, and unflinching commitment to deliverables and promises.

We are looking for individuals who enjoy working outside their comfort zone and are ready to accept challenges. We believe in achieving excellence in whatever we do. For this we provide a great degree of support through a combination of best of the systems & processes, employees’ capability building and their well-being.

We also place a considerable weightage to individuals who are proactive & self-motivated and have good inter-personal & social skills and have the ability to work in teams.

**JOB DESCRIPTION**

*Designation: In charge-Technical Training Cell Function:*

*Location: K1,Taloja Sector: Manufacturing*

*Purpose of the Job:*

* This role is primarily responsible for identifying technical training needs for Taloja employees (in alignment with the overall business objectives)
* Identify the skill gap as per scope and design training program to eliminate the skill gap.
* Responsible for External & Internal trainings, E&T Pillar execution, New joiness/replacement induction, other plant/site visits, seminar.
* To plan, implement the setting up, stabilizing and scaling up TTC.
* Establish, coordinate and monitor the various training related frameworks, annual training plan, budget including business needs, achieving desired competency level for identified Role

**Overview/ Responsibilities: As a < Incharge-Technical Training Cell>, you will be expected to:**

|  |  |
| --- | --- |
| ***Key Accountabilities for the position*** | ***Major Tasks for the position*** |
| **Key Accountability** * Main areas of accountability / key goals of the Job.
* Should contain five to Seven Key Accountabilities.

Can be derived through Balanced Score Card Perspectives (Financial, Customer, Internal Process & Learning and Growth) | **Major Activities/ Tasks**The tasks under Key Responsibility that the Job holder is suppose to perform to achieve the business goals |
| * Increase Productivity / OEE by skill enhancement
* Process efficiency improvement skill enhancement
* Reduction of Downtime/ Breakdown/quality defect/incident & operational losses due to lack of knowledge and skill.
* Improvement in training effectiveness
* Develop culture of Problem solving
* Capacity Building and skill enhancement
* Conduct competency gap analysis across all domains
 | * Conducting RCA.
* Number of SOPs, manuals and content developed and published
* Assessment for skill upgradation.
* Responsible for On the job & technical class room training
* Measure training success on predefined parameters
* Develop pre-post assessments, quiz, exams, case studies to evaluate training effectiveness for trainings.
* Training need identification.
* Maintain training budget, monitor its effective utilization and minimize cost.
* Conducting Kaizen Campaign to improve the Cost, Quality & Safety by awareness in employees.
* Coordinate with various functional department to identify gaps in skills and capabilities (technical) among the employees.
* Find the gap and Upgrade the skill of team to execute the FI project.
* Mentor projects to improve the skill of the employee as way of working

Partner with Business Head and Manager to evaluate training effectiveness |
| Support for TTC establishment | * Set up training library with articles, case studies, best practices, videos etc

Manage training content and ensure availability of updated e-content, SOPs and manuals on LMS  |
| System implementation (Related to training) and compliance * Onboarding induction training for GETs
 | * Efficient working of TTC function
* Design and conduct Induction Training program in coordination with HR for GETs.
 |
| ***Educational Qualifications*** | ***Total years of experience*** |
| * B.E. in any discipline (prefer chemical/mechanical)
* MBA will be preferred as additional
* Competent in people development.
 | * 15 -20 yrs of experience in operation and manufacturing (preferably chemical industry)
* Practiced E&T in TPM
 |
| ***Technical /Functional Expertise:***  |
| * Knowledge of statistic, SPC, SQC, Minitab, Operational Analysis
* 7 Quality control tools, FMEA, RCA
* Develop SOPs, WI, Standards, Project Charters.
* Develop training manual/videos/questionnaire/modules
* Exposure of IT – hands on experience in Excel, PPT & Word
* Good understanding of online learning management system
 |