

Job Description	Manager (Learning & Development)
Date	June 2026
Grade	5 (Indefinite)
Purpose of the Position The Manager (Learning & Development) is responsible for leading and driving the organisation's learning, development, and capability-building initiatives in line with strategic objectives. The role focuses on strengthening organisational performance through the design and implementation of effective learning strategies, competency frameworks, and knowledge management practices. It also supports digital upskilling, change management, and the adoption of collaborative tools to ensure employees are equipped with the skills and knowledge required to meet current and future organisational needs. This role will embody and promote the core values of the NSC: • Emotional intelligence: Awareness and management of self and others, including emotions, feelings, and behaviours. • Growth mindset: The intrinsic motivation to identify and pursue personal and professional development opportunities. • Integrity: Upholding strong moral principles with honesty and ethical behaviour. • Trust: Creating a safe, comfortable space with an honest, open-door policy, encouraging employees to share ideas, receive constructive feedback, and support one another.	
Core Deliverables/Accountabilities 1. Learning & Development (L&D) • Lead and implement the organisation's L&D strategy aligned with business objectives and workforce needs. • Develop, maintain, and embed the organisation's competency framework to support capability and performance. • Identify organisational and departmental training needs in collaboration with senior management and line managers. • Plan, coordinate, and evaluate training programmes and professional development initiatives. • Provide guidance and support to managers and employees on individual learning needs. • Oversee training administration, including budget monitoring, record-keeping, and reporting on participation and outcomes.	



2. Change Management & Digital Capability

- Promote digital upskilling and coordinate staff development initiatives to support a tech-enabled organisation.
- Develop and implement change management initiatives to support organisational transformation and adoption of new practices.
- Monitor and evaluate the effectiveness of change initiatives and support continuous improvement.
- Support the effective use of SharePoint and other platforms to improve knowledge sharing and document management.
- Support the entity's transformation to a paperless environment.

4. HR Support & Operations

- Assist the HR team with the use and administration of the Indigo system as required.
- Support the development and implementation of HR policies, procedures, and internal processes.
- Assist in the coordination and administration of recruitment processes, including vacancy drafting, shortlisting, and interview organisation.
- Assist in payroll administration and coordination.

5. Stakeholder Engagement & Continuous Improvement

- Engage with internal and external stakeholders to support learning, development, and organisational improvement initiatives.
- Monitor and evaluate the effectiveness of L&D, knowledge, and organisational initiatives, and recommend continuous improvements.

Competencies and Relevant Qualifications

Essential

1. Qualification and Experience

- MQF Level 7 qualification in Management, or Business Administration, or an appropriate, recognised, comparable qualification and 1-year relevant work experience, OR
- MQF Level 6 qualification in Management, or Business Administration, or an appropriate, recognised, comparable qualification and 3 years relevant work experience, OR



- A minimum of 10 years of relevant professional experience in office administration, logistics, and/or human resources. At least 4 of these years must have been in a managerial or executive role, demonstrating strategic decision-making and operational oversight.

With respect to qualifications produced in response to this call for applications, applicants are required to request a recognition statement from the Malta Qualifications and Recognition Information Centre (MQRIC). The application form may be downloaded from the MQRIC section on the Malta Further and Higher Education website (www.mfhea.org.mt). Such statement should be attached to the application and the original presented at the interview.

2. Advanced digital and AI skills.
3. Able to work under pressure.
4. Proficient in Data Analysis.
5. Confidentiality, respect, and a good working relationship with other employees.
6. Able to work in a team.

Asset

1. Previous experience in administration and HR-related projects.
2. Previous training in learning and development topics.
3. Ability to operate effectively in fast-paced and dynamic environments.
4. Organised and able to prioritise and plan.
5. Reliable and respects deadlines.
6. Takes initiative and adopts a positive 'can-do' approach.

Line Management:

Reports to: Senior Director (People, Culture and Public Engagement)

Liaises with: Manager (HR Projects & Administration), Manager (People & Culture)

Working Conditions

1. Full-time, 40 hours per week, during normal office hours and conditions.
2. Occasional travel abroad required for conferences, training, professional development, and networking.
3. As per NSC Terms of Employment Handbook.



NOTE: This job description is not exhaustive, and amendments and additions may be required in line with future changes in policy, regulation, or organisational requirements.

