

Position Title: Learning and Business Development Manager

Job Grade: Grade C1

Reports to: Vice President

Duration of Contract: Three-year term

Position Location: Burnaby, British Columbia

Commonwealth of Learning (COL) helps governments and institutions to expand the scale, efficiency and quality of learning by using new approaches, appropriate technologies, and open and distance learning (ODL) methodologies. Headquartered in British Columbia, Canada, COL promotes innovation and works with Member States to facilitate learning for sustainable development. It is financed by voluntary contributions from Commonwealth governments.

Overview of Functions of the Position:

The Learning and Business Development Manager leads the unit tasked with securing funds through projects and the development and delivery of learning programmes for international organisations, development agencies and private sector companies. These programmes cover a range of subjects and are offered in diverse contexts under a fee-for-service arrangement. The Manager builds networks, prepares proposals for funding and ensures effective high-quality training delivery using technology-mediated open and distance learning.

Duties and Responsibilities:

- Enhances existing and develops new business relationships with organisations seeking customised learning solutions including design and delivery.
- Identifies funding opportunities in line with COL's Strategic Plan, prepares expressions of interest and proposals in coordination with COL's programme staff, and strengthens linkages with existing and prospective funders within and outside the Commonwealth arena.
- Prepares service proposals using a full cost recovery approach, assesses opportunities and terms of references requested, identifies the benefits, costs, and risks associated with submitting the proposal along with potential consultants and service providers, and reviews the efficiency and effectiveness of proposals made in consultation with the Vice President.
- Monitors and evaluates fee-for-service activities including: setting of performance indicators; reporting to contracting agencies; delivering outputs in accordance with contracts; reviewing whether the expected benefits (including 'soft' and 'hard' benefits) have accrued; disseminating knowledge gained through various channels; reporting on the revenue and cost; and managing risks.
- Recruits, orientates and mentors a pool of quality consultants for effective delivery; plans budgets and manages costs; participates in results-based management (RBM) planning, implementing and reporting.
- Supervises direct reports, develops annual work plans and conducts performance reviews; identifies training and development opportunities for reports.
- Negotiates, prepares and authorises contracts within authorised limits for consultants working on eLearning activities; prepares and reviews agreements / contracts for approval by the Supervisor.
- Performs other duties related to COL's programme and activities as required.

Direct Reports:

Learning Coordinator
eLearning Assistant
Tutors / Consultants



Qualifications and Experience:

Qualifications	Experience
<p><i>Essential:</i></p> <p>Postgraduate qualification in a relevant discipline, such as:</p> <p>Commerce, Business Management, Education, International Development.</p> <p><i>Desirable:</i></p> <p>Project management qualification.</p>	<p><i>Essential:</i></p> <p>Seven years of professional experience with significant exposure to project management, international development agencies and education.</p> <p>Experience in using learning management systems (LMS) and eLearning technologies.</p> <p>Experience in open and distance learning (ODL).</p> <p><i>Desirable:</i></p> <p>Experience managing teams and securing project participation and collaboration.</p> <p>Experience of relating learning to sustainable development.</p>

Skills and Competencies:

- ***Innovation & Creativity:*** Injects originality into daily work through research, personal knowledge, and networking relationships; Thinks "outside the box"; Brainstorms and encourages new ideas and solutions; Takes appropriate risks.
- ***Prudence:*** Sets an example by consistently modelling high standards of performance, honesty and integrity especially with appropriate use of funds; Ability to mobilise, prepare and manage financial budgets in an effective, efficient and judicious manner to deliver 'value for money'.
- ***Professional Judgment:*** Possesses an in-depth understanding of the programme goals; Is sought out by others for advice in an area of specialisation; Has the expertise to be perceived as a thought leader and be a credible interlocutor in the field; Ability to develop realistic, relevant and achievable plans including monitoring and evaluation strategies; Demonstrates a "can-do" and positive approach.
- ***Networking:*** Ability to develop and maintain a network of contacts in government agencies and institutions on issues related to education; Exercises discretion and diplomacy while representing COL's interests; Capable of identifying and selecting quality partners, as well as to prepare, negotiate and manage agreements consistent with COL's policies.
- ***Communication, Supervisory and Team Orientation Skills:*** Communicates effectively in a variety of settings including to wider audiences; Displays sensitivity to ethnic and gender issues in verbal and written communications.

Possesses the capacity and skills to manage human resources (staff, consultants, advisors, etc.).

Ability to lead teams as well as communicate and work with others, both within and outside COL, by promoting co-operation and collaboration to achieve collective outcomes; Openly shares information, knowledge and expertise with the team and co-workers; Appropriately gives and is open to feedback.

Personal Attributes:

- Commitment to the ideals of COL, notably to the role of learning as the key to sustainable development and to the capacity of technology to enhance that role.
- Capacity to work in a multicultural environment with a readiness to adapt to the work culture, where integrity, mutual respect and dedication to the organisation are expected.

COL Headquarters is located at 4710 Kingsway, Suite 2500, Burnaby BC Canada V5H 4M2