



Internal/External Job Posting

Job Number: 005645
Closing Date: July 24, 2019 (**Extended closing date**)
 Resumes received in our office after the closing date will not be considered.

Position Title:	Development Manager
Salary Band:	M/N
Range:	DOE - (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Anchorage - This is a regular exempt position on an urban schedule of a 40-hour week or 9/80-work schedule. Relocation benefits do not apply.
# of Positions:	One (1)
Recruiting Contact:	Tracey L. Mueller, Employee Relations Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at www.alyeska-pipe.com
Minimum Qualifications:	<p>Applicants must meet or exceed these minimum job requirements to apply for this position.</p> <ul style="list-style-type: none"> ▪ Bachelor's Degree in organization development, business administration, or a related field ▪ Minimum Four (4) years of experience related to organizational and employee development and technical training ▪ Broad and comprehensive understanding of organization development, adult learning and development and training ▪ Strong project management skills and ability to multi-task and prioritize in a fast-paced environment ▪ Ability to communicate and consult with multiple levels of the organization ▪ Proven record of managerial success ▪ Advanced written, verbal communication and presentation skills
Preferences:	<ul style="list-style-type: none"> ▪ MBA, master's in organizational development or business administration ▪ Six (6) years of exempt level experience, including: organizational development, training administration, supervisory, managing a budget, managing training contracts and/or vendors ▪ Knowledge of regulatory training and compliance requirements, both State and Federal ▪ Experience managing technical training ▪ Experience in leadership development training ▪ Experience in organizational development and change management ▪ Experience in instructional design and distance delivery ▪ Demonstrated ability to translate project goals into a plan and effectively leverage available resources to meet goals and timelines
Accountabilities and Specific Requirements:	<p>Under general direction of the HR Director, the Development Manager plays a key partnership role to Alyeska and is responsible for managing the delivery and implementation of training programs enterprise-wide. This position is responsible for the overall design, development and execution of learning, training and professional development initiatives focused on helping employees across the organization. These offerings include facilitated and self-directed skill development programs and technical training for people, leaders and individual contributors. Additional accountabilities include the following:</p> <ul style="list-style-type: none"> ▪ Serve as the primary contact for Alyeska management, employees, and external resources regarding training programs, processes, and functions ▪ Supervise, mentor, and develop department staff ▪ Partner with division and department leaders to determine training needs ▪ Manage the performance and effectiveness of the learning and development program to ensure the effective and responsive delivery of services to senior organizational leaders, managers and other employees ▪ Serve as an advisor on effective learning, training and development strategies to improve or add training curriculums ▪ Work independently, with internal subject matter experts (SMEs), and external vendors to design, develop and deliver solutions that help employees build needed technical and non-technical skills ▪ Leverage best practices and innovations; consult on a variety of different media to engage the learner ▪ Manage program facilitator relationships, including coaching on design and delivery standards ▪ Manage end-to-end program operations including costs, communications, program delivery and evaluation



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	<ul style="list-style-type: none"> ▪ Use evaluation data to measure impact and improve curriculums; continuously assess delivery process improvement opportunities ▪ Oversees Alyeska's Training vendors to review and approve technical training plan ▪ Negotiate pricing and scheduling with training vendors ▪ Oversee Alyeska on-boarding program
Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> ▪ Contract Management ▪ Financial Management ▪ Human Resource ▪ Information Technology ▪ Interpersonal Communication ▪ Management/Supervisory ▪ Project Management ▪ Training
Contributor Level	Manager
TAPS Safety Culture	<p>Act With Discipline Be prepared to work and arrive to work rested. Complete all pre-job planning steps. Complete all training and qualifications. Follow all required processes and procedures and use the right tools for the job. Complete all post-work activities.</p> <p>Take a System View Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p>Make Sound Decisions Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p>Learn, Improve, Innovate No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p>Speak Up, Step Up Alyeska fully supports the authority of every TAPS worker to speak up, take action, and stop work, regardless of role or responsibility. Participate in developing and implementing solutions.</p>
Pre-Employment Drug Screen Testing	<ul style="list-style-type: none"> ▪ Alyeska Pipeline Service Company (APSC) requires pre-employment drug testing utilizing hair test collections for all positions. The preferred collection site is from the head (approximately 1/2 inch of hair length necessary). Head hair testing provides an approximate 90-day window of detection that checks for drug use. In addition, for Department of Transportation covered positions, APSC will also utilize urinalysis testing. Any drug test makes you ineligible for APSC employment. ▪ It is important to note that APSC does not seek or accept any genetic information as part of the hair testing procedure or any other process that could directly or inadvertently provide genetic information (family medical history).
Employment Verification using E-Verify	<ul style="list-style-type: none"> ▪ Federal Law requires all employers to verify identity and employment eligibility of all persons hired to work in the United States. Alyeska Pipeline Service Company participates in E-Verify. ▪ E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility. http://www.dhs.gov/e-verify
TWIC	<ul style="list-style-type: none"> ▪ The Alyeska Valdez Marine Terminal (VMT) is a regulated facility, and the employee hired to work on the VMT or to provide emergency support or other approved work for the VMT will be required to have a Transportation Worker Identification Credential (TWIC). For more information about this Federal credential access the Web site listed below. The successful candidate for this job will be notified if a TWIC will be required and will then be responsible for enrolling and obtaining a TWIC prior to their hire date. http://www.tsa.gov

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