



Birla Institute of Technology and Science, Pilani

Off-campus Programmes and Industry Engagement

JOB DESCRIPTION

About BITS, Pilani	Birla Institute of Technology & Science, Pilani has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under Section 3 of the UGC Act 1956 and is a renowned science and technology institute with Its headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai. Work Integrated Learning Programmes (WILP) was established in 1979 focuses on providing continuing education to working professionals across different sectors. WILP has 45+ years of educating working professionals, 46+ programmes, 1,20,000+ working professionals graduated, 50,000+ working professionals enrolled.
Industry/Service	Higher Education
Post/Job Title	Assistant Manager – FAD
Job Type	Full time
Reporting to	Associate Dean – FAD
Will also work very closely with	Leadership; Associate Deans, Head of the Groups, Faculty Members, Subject-Matter Experts, External and Internal Trainers, Vendors
No. of positions	1
Job Location	Hyderabad Campus
Principal Accountabilities & Responsibilities	Faculty Learning Needs and Development Planning - Partner with academic leadership, programme heads and faculty members to identify faculty development needs aligned with institutional and academic priorities. - Conduct structured learning needs assessments through stakeholder discussions, surveys, faculty feedback, programme reviews and other relevant inputs. - Assist in preparing and implementing the annual faculty learning and development calendar. - Develop role-based learning pathways for newly appointed faculty members, experienced faculty members, programme coordinators and faculty members transitioning into academic leadership responsibilities. - Support the formulation of individual and collective faculty development plans. Faculty Development Programme Design and Delivery - Assist in designing/curating faculty development programmes. - Organize (end to end) faculty development programmes, workshops, masterclasses, webinars, peer-learning forums, and academic leadership interventions. - Assist in developing (L&D) programme content, learning materials, presentations, facilitator guides, participant resources and other learning aids. - Develop and manage Learning Effectiveness and Faculty Development Analytics - Develop appropriate mechanisms to collect feedback and evaluate the relevance and effectiveness of faculty development interventions. Faculty Capability and Continuous Learning - Support initiatives aimed at strengthening teaching capability, learner engagement, technology-enabled teaching and contemporary academic practices. - Coordinate mentoring, peer-learning, coaching and experience-sharing interventions for faculty members. - Identify and curate relevant internal and external learning opportunities for faculty members.

	Stakeholder and Learning Partner Management • Identify and coordinate with external trainers, academic institutions, consultants and professional learning partners. • Build and maintain a repository of facilitators, subject-matter experts, learning programmes and faculty development resources. • Prepare periodic MIS reports and dashboards on faculty learning and development initiatives for review by HR and academic leadership. • Maintain accurate records of faculty development programmes, participants, facilitators, expenditure, feedback and evaluation outcomes. L&D Governance and Coordination • Monitor the faculty learning and development budget and support the delivery of programmes within approved financial provisions. • Maintain appropriate documentation and support audit requirements relating to faculty development programmes.
Qualification and Personal Profile	• Graduation with 8–10 years or MBA with 4–7 years of relevant experience in Learning & Development, Faculty Development, Talent Development, Organizational Development or a related area. • Demonstrated experience in learning needs assessment, programme design, learning coordination, facilitation and programme evaluation. • Prior experience in a higher education institution, academic environment, professional education organization or knowledge-based organization would be desirable. • Ability to engage effectively with faculty members, academic leaders, subject-matter experts and external learning partners. • Good understanding of adult learning principles, instructional design and contemporary learning methodologies. • Strong communication, presentation, facilitation, interpersonal and organizational skills. • Proficiency in MS Office, HRMS and digital learning or Learning Management System platforms. • Certification in instructional design, facilitation, learning analytics, psychometric tools, digital learning or a related field would be an advantage.
Other Skill and Ability Requirements	Faculty Learning Needs Assessment, Training Facilitation, Academic Stakeholder Management, Learning Partner Management, Planning and Execution, Learning Effectiveness Evaluation, Learning Analytics, Communication and Presentation, Attention to Detail, Problem Solving and Team Collaboration