



# Role Profile

## Training & Development Coordinator

Reference No.	A5029	Type	Individual
Service	Facilities Management Services		
Job Family	Professional 1	Grade	FC7

### Purpose

To undertake activities aimed at supporting mandatory training and identified individual development, including; the coordination and delivery of corporate training, supporting planned recruitment & induction, and associated activities across the Service.

To support and advise management by providing management information and reports as appropriate.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Coordinate and support the training & development of individuals and groups within the Service. Contributing to the planning and delivery of mandatory corporate and individual training courses/qualifications.

Supporting the Service recruitment process, including creating and posting job adverts, arranging interviews and supporting planned induction.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

<b>E</b>	<b>D</b>
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Educated to SCQF Level 7, which includes HNC or SVQ Level 3 or equivalent

✓

Understanding of legislative requirements, policies and procedures within operational services

✓

IT skills (Embrace technology and information - See 'How We Work Matters' Framework)

✓

✓

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
	Experience of planning, coordinating and ensuring the delivery of training to individuals and groups (Take ownership - See 'How We Work Matters' Framework)  Experience of coordinating, planning and scheduling training & development programmes		✓
Coordinating the delivery of Service specific training programmes/packages, to meet operational and legislative requirements, for example; Food Hygiene – Allergen - Nutrition - Manual Handling – Cleaning Operative Proficiency Certificate – Child Protection - Mental Health Training/Awareness etc.	Ability to ensure the deployment of standards to ensure compliance.  Identification of risks, and the ability to plan, schedule and action training plans/programmes to deal with gaps, backlogs etc  IT skills (Embrace technology and information - See 'How We Work Matters' Framework)  Ability to deliver training to individuals and groups (Take ownership - See 'How We Work Matters' Framework)  Experience of delivering accredited learning programmes	✓   ✓  ✓  ✓	✓     ✓
Contributing to the maintenance and development of effective monitoring systems and the co-ordination and recording of training activities (within the Oracle cloud system), including those relating to individual learner records and the evaluation of learning and development activities.	Analytical skills in interpreting individual and aggregated data drawn from a range of sources  Experience of working with compliance programmes and developing gap analysis reports	✓  ✓	✓  ✓

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Producing management reports as required relating to training requirements, training needs and any associated risks/issues.	Ability to develop reports, papers and deliver presentations	✓	
Managing workload to meet Service needs and priorities, for example, corporate training programmes, planned induction programmes. Maintaining a high-quality service.	Time management skills and priority identification to deliver work to tight deadlines (Deliver Results)  Excellent attention to detail and accuracy	✓  ✓	
Liaising with cross-Service colleagues to coordinate training plans/programmes to meet operational business needs.  Establishing and maintaining effective communication and working relationships with Service Managers, Team Managers, Coordinators and the wider Service.  Support the delivery of the Service Training & Development Programme and Planned Induction Programme.	Experience of developing and maintaining effective professional relationships  Problem solving skills  Attention to detail  Excellent active listening and communication skills	✓  ✓  ✓  ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<b>Job Title (Specialists Tasks)</b>			

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## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

### Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

### Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.