

TRAINING OFFICER			
Reference No.	A4484	Type	Generic
Service	Education		
Job Family	Professional 1	Grade	FC 7

Purpose
To undertake activities aimed at promoting workforce planning and development, including qualification delivery, direct training, coaching and mentoring and associated activities to support delivery of the service action plans. To advise managers and staff and provide management information as appropriate. Liaising with external training providers, including SQA co-ordinator and working co-operatively with other Council services and external agencies to enhance the delivery of professional learning opportunities.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Supporting the learning of individuals and stakeholders by contributing to the direct delivery of qualifications and the planning design and direct delivery of a range of workforce planning and development interventions such as coaching, mentoring, shadowing, assessment, verification and apprenticeship programme.	<p>Understanding of relevant legislation, policies and procedures within operational services and ability to advise managers and staff</p> <p>Relevant professional qualification recognised by the SSSC for the purpose of professional registration at SCQF Level 7 or above, which includes HNC or SVQ 3 Social Services Children and Young People or equivalent</p> <p>Qualification in assessing or verifying within the relevant subject area</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

Role Profile

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	<p>Where required, registration or membership of relevant professional body</p> <p>Up-to-date Continuous Professional Development record and understanding of legislation and directives impacting on operational services</p> <p>IT skills (Embrace technology and information - See 'How We Work Matters' Framework)</p> <p>Experience of the training cycle, learning styles and relevant competency frameworks</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Planning, researching, designing and delivering training, learning programmes and eLearning packages, to meet operational services skills development and qualification requirements in support of service Workforce development plans and liaising with external training providers including SQA.</p>	<p>Knowledge to design training using relevant legislation, policies, procedures and theories</p> <p>Experience of delivering workshop training, coaching and mentoring to groups and individuals (Take ownership)</p> <p>Knowledge to create eLearning and blended learning objects using PowerPoint, software packages and online media</p> <p>Experience of delivering accredited learning programmes</p> <p>Experience of contributing to learning needs analyses</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p>✓</p> <p></p>

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Managing delegated workload to meet organisational and individual deadlines, whilst maintaining a high quality service.	Time management skills Experience of priority identification to deliver work to tight deadlines (Deliver results) Active listening/communication skills Knowledge of best value and budgetary management and monitoring processes	✓ ✓ ✓	✓
Establishing and maintaining effective communication and working relationships with the Project Officer and the wider team to support the delivery of the programme mainly around the Apprentice programme.	Experience of producing and maintaining effective professional relationships Experience of identifying creative solutions (Working together) Problem solving skills	✓ ✓ ✓	
Contributing to the maintenance and development of effective systems for the co-ordination and recording of training activity including those relating to individual learner records and the evaluation of learning and development activities.	Analytical skills in interpreting individual and aggregated learner data drawn from a range of sources Experience of contributing to learning needs analysis Ability to deliver reports, papers and oral presentations	✓ ✓ ✓	✓

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Liaising with internal and external stakeholders to deliver best value learning solutions to meet operational need. Including representing the team on external bodies including SQA Qualification standardisation events and other Working Groups as appropriate.	<p>Negotiating, influencing and emotional intelligence skills with individual learners and internal and external stakeholders</p> <p>Knowledge to participate and contribute to the work of working groups and project groups (Focus on customers)</p> <p>Ability to provide a regular and effective service Fife wide</p>	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

E = Essential Criteria D = Desirable Criteria

Role Profile

Additional Information – the following information is available:

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

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results