

JOB DESCRIPTION

Job title: Training and Development Manager
Reporting to: Head of Professional Development
Salary: £35k circa dependent on experience

JOB PURPOSE:

To support the Head of Professional Development in the management and delivery of the Skills and Education Group's professional development programme, using learning technologies as appropriate.

To aid the development of new professional development and project opportunities, particularly those that relate to the improvement of teaching, learning and assessment and leadership.

MAIN DUTIES AND RESPONSIBILITIES:

- 1 To support the management of the professional development business plan and related operational activities.
- 2 To support in the planning and development of a professional development programme that meets the current and future needs of the wider FE sector.
- 3 To provide training and development through a variety of delivery methods, utilising appropriate information learning technologies where appropriate.
- 4 To engage with Skills and Education Group members and non-members to identify continuing professional development needs and promote training and development opportunities.
- 5 To aid in the development of resources and training opportunities that are designed to support and aid improvements in the wider FE sector.
- 6 Provide information, advice and guidance, in conjunction with relevant internal and external stakeholders, to inform decisions for future training and development.
- 7 To provide and maintain efficient and effective customer relations and be one of the primary points of contact for internal and external colleagues in the context of professional development.
- 8 To support with any project and other external funding sources, particularly where these relate to opportunities that may support the improvement of teaching, learning and assessment and leadership and governance.
- 9 To contribute and support with induction, training, development and quality assurance of internal staff development activity.
- 10 To contribute to the management of risk and evaluation of systems, to identify and implement operational improvements, where appropriate, on a continuous improvement basis.
- 11 To report on performance against KPIs as required to the Head of Professional Development.

- 12 To ensure processes and procedures are reviewed and amended in light of recommendations, including those from internal audits, self-assessment and stakeholder feedback.
- 13 To contribute to the monitoring of financial objectives in relation to professional development, maintaining income and costs; liaising with Head of Professional Development and finance team as required.
- 14 To represent the Group at relevant meetings, briefings and consultative events.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be determined by the Head of Professional Development or senior executives within the Group.

The post holder will be expected to adopt a flexible approach to ensure the efficient and effective running of the Group.

OTHER DUTIES

- 1 To ensure awareness of and compliance with all health and safety requirements taking reasonable care of the health and safety of yourself and other persons in accordance with the provision of Health and Safety legislation.
- 2 To exercise proper care in operating, handling and safeguarding any equipment and appliances provided and issued by the Group for individual or collective use in the performance of duties.
- 3 To keep up to date, so far as is necessary for the efficient execution of the job, with new legislation, procedures and methods.
- 4 To participate in the Group's appraisal process and to undertake appropriate training/development to ensure up-to-date knowledge and practices are applied and maintained for the efficient and effective performance of the job and to support the Group's strategic objectives.
- 5 To uphold and promote the Group's Equal Opportunities and Diversity policies and practices.
- 6 To present an appropriate professional image in official Company business.

TERMS AND CONDITIONS

The job is subject to the terms and conditions determined by the Skills and Education Group.

PERSON SPECIFICATION

JOB TITLE: TRAINING AND DEVELOPMENT MANAGER

REPORTING TO: HEAD OF PROFESSIONAL DEVELOPMENT

	Essential	Desirable
Education and Qualifications		
Good standard of education (GCSE standard)	✓	
Degree or equivalent qualification (Level 4)	✓	
Teaching qualification	✓	
Evidence of continuing personal and professional development	✓	
Experience		
Current experience of designing and delivering training and professional development within the FE sector	✓	
Knowledge of policy changes and drivers affecting the FE sector and how these may influence individual and organisational professional development needs	✓	
Experience of using information learning technologies and their application for the delivery of professional development	✓	
Knowledge and experience of managing projects and meeting project deliverables		✓
Skills and Competencies		
Excellent organisational, planning and presentation skills	✓	
High standards of accuracy and attention to detail	✓	
Committed to high standards of quality and seeks to continually improve systems and processes	✓	
Ability to work to deadlines, providing support and a flexible approach to the team	✓	
Highly proficient IT skills. Competent in Microsoft Office	✓	
Excellent communication and interpersonal skills	✓	
Ability to develop and maintain strong, effective and professional working relationships to achieve common objectives	✓	
Effective problem-solving techniques	✓	
Promotes positive recognition of differences and mutual respect	✓	
Can work autonomously	✓	
Is self-motivated and enthusiastic	✓	
Ability to work flexibly	✓	
A demonstrable commitment to equality, diversity, and safeguarding	✓	