

**Job Code 243**

**Regional Training & Skills Advisor**

**Reporting to:**

HR Manager / Senior Leadership Team Member.

**Purpose:**

To function as the 'regional arm' of the training department, providing a support service throughout the region regarding training and development, facilitating central training policy and strategy within the region. Co-ordinate and actively deliver on the Social Value Targets (TR&T / ESP) in line with the regional commitments.

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<b>Achieving Results</b>
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- Training Days per employee.
- CSCS percentage card-holding.
- Internal / external training split.
- Grant claim maximised.
- Employee survey and IIP results.
- Ensuring Social Value commitments for the region are met.

<b>Managing the Process</b>
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#### **Needs Analysis and Planning of Training**

- Identify and analyse training needs within region.
- Assist with the planning of training provision with the region and company.
- Delivering Social Value commitments for each individual project and regional overall objectives.

#### **Design and Delivery of Training**

- Train and assess trainees and maintain their development.
- Assist with the design and delivery of training events, courses, packages.
- Maintain a sound understanding of current development and thinking regarding training and learning, and of the key stages of training.
- Leading and organising regional induction training, rolling out staff behavioural/ culture programmes.
- Representing the business at careers fairs and with clients; monthly meetings and interviews.

#### **Supervision of Training Initiatives**

- Supervise and co-ordinate training initiatives at regional level, as required.
- Co-ordinate and facilitate site visits, research projects, work experience and workshops in line with regional objectives.

#### **Liaison with colleagues and external training bodies**

- Establish and maintain links with other members of the training department to maximise effective service to the company.
- Maintain relationships with representatives of external training bodies within the region.

- Ensure all apprentices are registered for the appropriate qualifications with training provider/college and monitor their progress on this qualification throughout and provide support where required.

### **Administration**

- Ensure all systems/documents are regularly updated.
- Produce monthly report as part of management reporting procedure.

### **Team Member Responsibility**

- To actively support other members of the training team to ensure a smooth and efficient operation.

### **Other**

- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

<b>Serving the Customer (Internal and External)</b>
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### **Guidance and Support**

- Offer advice and guidance on, and assist with, the implementation of training policy and strategy with the region.
- Understand client's and operational key aims and objectives - action and deliver within the required timescales.

<b>Delivering Quality</b>
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### **Maintenance of Quality Training Provision**

- Monitor, record and report on the progress of training and development within the region.
- Co-ordinate the recruitment process for apprentices, graduates and trainees to meet the needs of the region.

<b>Managing People</b>
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### **Monitor and Feedback on Performance**

- Carry out annual and interim Performance & Development Reviews. Identify and act on performance shortfalls or training requirements that may arise during the year.

### **Comply with Lovell Policy and Employment Legislation, relating to;**

- Recruitment

- Induction
- Discipline & Grievance
- Health, Safety and Welfare
- Absence Management

### Regularly Communicate

- Carry out daily / weekly / monthly communication with team

### Give and Receive Feedback

- Regularly discuss individual and team progress through one-to-one's

### Support Learning and Development

- Support staff to enable development in line with their PDP
- Encourage progression towards full professional membership, where appropriate

Technical Skills and Knowledge
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	Basic	Intermediate	Advanced
Word			
Excel			
Power Point			
Outlook			
Publisher			
Empower - Recruitment			
Empower - Training			
Knowledge of Training Cycle			
Ability to produce reports			
Ability communicate with others verbally and in writing			
Ability to effectively co-ordinate Training records/paperwork			
Awareness of all aspects of the business			
Knowledge of LIBMS			
Project Management			
Presentation Skills			
Networking with internal/external customers			
Team working (in-team and collaboratively across business)			
Broad understanding of external training/education bodies			

<b>Training Matrix</b>
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A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.