

JOB DESCRIPTION

Job Title: Training and Development Manager

Department: Human Resources

Reports to: Director of Human Resources

Purpose of role:

To carry out training needs analysis, and to develop and deliver training programmes which enhance employees' skills, capabilities and performance focussing on:

- Management skills
- Core functional skills
- Health, safety and compliance training
- Apprenticeships

Key accountabilities:

- Collaborate with Heads of Department and other key stakeholders to develop and implement comprehensive training programmes for employees at all levels of the organisation to ensure all staff have required essential core functional skills and develop ongoing targeted solutions.
- Develop a core curriculum of management training to ensure the same high standards of management skills are applied across the College.
- Assess training needs through consultation with key stakeholders, conducting a training needs analysis.
- Ensure that all members of staff complete mandatory training (Health and Safety, Compliance, GDPR, Prevent etc).
- Develop and oversee a programme of apprenticeship recruitment and progression in liaison with Heads of Department.
- Design and deliver engaging and interactive training sessions, workshops, and seminars.
- Create and maintain training materials, including presentations and e-learning modules.
- Evaluate training effectiveness through various methods, such as participant feedback and post-training assessments.
- Remain up to date with industry trends and best practices in training and development.
- Organise work experience for students from local schools.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Criteria	Description
Knowledge and experience	<ul style="list-style-type: none"> • Proven experience as a Training and Development Manager or a similar role • Experience of assessing training needs • Experience of developing, planning, coordinating and delivering a variety of training programmes across a diverse workforce • Experience of evaluating training effectiveness through various methods to continually develop and enhance programmes • Knowledge of health, safety and other compliance requirements
Skills and personal qualities	<ul style="list-style-type: none"> • Excellent presentation and facilitation skills • Excellent communication and interpersonal skills to build relationships with diverse stakeholders • Strong knowledge of training methodologies and adult learning principles • Coaching skills • Ability to work independently and collaboratively • Ability to encourage and guide self-development • Creative skills to create engaging training materials
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent

EMPLOYMENT DETAILS

Rate of Pay:	£ 46,000 - £51,500 per annum.
Duration	Fixed term contract for a period of 15 months.
Hours:	36.25 hours per week.
Holiday:	33 days per annum including 8 public holidays.
Meals:	Free lunch is provided for staff whose duties cover this period.
Probationary Period:	Six months.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Employee Assistance:	The Employee Assistance Programme is a free and confidential telephone and web-based information and support service providing staff with access to caring and professional consultants and counsellors.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff can join the schemes after successful completion of their probationary period, subject to eligibility.
Cycle to Work Scheme:	Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply.
College Punts:	Use of college punts at a subsidised rate.
Childcare:	Access to a workplace nursery, subject to places being available.