

Job Title	Training Officer
Department	Sustainable Skills
Reports to	Learning & Development Manager
Grade	Salary Range between Grade 3 & 4 (dependant on skills, experience and background)
Purpose & Overview	<p>Our Training Officers are responsible for identifying, designing, delivering and evaluating the training and development needs of the business. Ensuring colleagues possess the skills and knowledge to perform their roles effectively and support the organisations strategic objectives.</p> <p>By promoting continuous professional development, our training officers help improve performance, productivity, compliance and overall organisational effectiveness.</p>
Key Accountabilities	<p>Design & Planning</p> <ul style="list-style-type: none"> • Design, develop and evaluate internal training material and techniques to ensure training material is fit for purpose and training practices meet relevant industry, organisational and statutory policies (including Health & Safety, Employment, and Equality laws). • Collaborate with key business stakeholders and identify training needs to be incorporated into training materials to ensure delivery is sustainable, flexible, and fit for the future. • Work with the Sustainable Skills team to support planning and scheduling related activities. • Create and evolve content to ensure it remains technically valid and in line with our training brand guidelines. <p>Delivery & Administration</p> <ul style="list-style-type: none"> • Delivery of training subjects to ensure operational colleagues are trained in line with the Technical Training Matrices for the workstream, contributing to overall compliance performance and colleague's ability to deliver their responsibilities safely. • Deliver training in the most efficient way, whilst ensuring learners experience is maintained, to maximise training delivery capacity (supporting training delivery target of 85%). • Ensure training records and associated training evidence are administered and maintained to evidence training and support competence • Support the production of MI on training activities, participation rates, costs, and outcomes to inform management decision-making and demonstrate the impact of valuable learning interventions.

	<p>Training Effectiveness</p> <ul style="list-style-type: none"> • Monitor and evaluate the effectiveness of training programmes using feedback, assessments, and performance indicators, and recommend improvements. • Regularly review training material to identify opportunities for improvement and improved delivery methods that benefit our business and colleagues. • Liaise with managers, colleagues, subject matter experts and external training providers to identify needs and coordinate appropriate learning interventions. • Support the management of training budgets through efficient use of learning resources and cost-effective delivery methods. <p>Personal Development and Professional Qualifications</p> <ul style="list-style-type: none"> • Stay informed as to relevant skill and qualification levels required for effective performance and circulate requirements as appropriate. • Continuously refresh and build upon understanding of the business, industry and profession. • Manage self-development to maintain competencies. • Maintain 'subject matter expert' status for Training Officer role.
<p>Technical Know-How & Skills</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Passionate about learning and development • Excellent facilitation skills • Able to provide training & development to all levels within the organisation • Proficient user of Microsoft office packages • Ability to work to tight timescales whilst maintaining a high performance • Excellent communication (written & oral) skills required • Strong analytical skills • Desire to learn and develop <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of training design and creation of engaging learning interventions • Understanding of learning styles and methodologies • A sound understanding of the legislation relating to safety • Must be familiar with relevant legislation, regulations, policy, procedures, and relevant codes of practice • Background in learning needs analysis and/or training delivery in a range of environments

	<p>Specific Experience</p> <ul style="list-style-type: none"> • Background in the utility industry or similar operational fields, such as transportation, maintenance, construction or logistics, demonstrating an understanding of operational risk, compliance, and safe working practices.
<p>Qualifications</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Full valid UK driving licence <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of design, delivery and review of formal and developmental training approaches. • Minimum Level 3 award in education and training, or equivalent • Minimum Level 3 Assessors award, or equivalent • Qualification relevant to Training Officer position e.g., NPORS Instructor, First Aid Train the Trainer, SCO Train the Trainer etc.
<p>Job Dimensions</p>	<ul style="list-style-type: none"> • Management and Senior Leadership team • Operational colleagues and management • Health & Safety colleagues • Awarding bodies for externally accredited qualifications • External Training Providers • Contractual partners and providers