

TRAINING AND DEVELOPMENT CONSULTANT

Job Title:	Training and Development Consultant	Reports to:	Apprenticeship Manager & Training and Development Manager
Level/Salary Range:		Position Type:	Fulltime
Job Purpose			
The Training and Development Consultant supports the Training and Development Manager in the planning, organisation and facilitation of high-quality professional training and development interventions. Working in collaboration with senior leaders and subject matter experts (SMEs) the Training and Development Consultant develops, implements and delivers relevant innovative training programmes and courses for the SWS Group.			
Job Description			
Design and Develop Training Solutions <ul style="list-style-type: none"> • Manage and develop training projects following instructional design methodologies • Scope, design, evaluate and deliver high-quality appropriate training and development solutions, working in collaboration with senior leaders and subject matter experts (SMEs), ensuring that a diverse range of training modalities are deployed • Review, update, improve and enhance training programmes against a quality framework and apprenticeship standards to ensure the content remains relevant, engaging, accurate and contemporary, whilst maintaining accurate records of updates and changes • Collaborate with the Learning and Development and eLearning Specialist to create and evolve engaging training content • Ensure all training programmes comply with relevant laws and regulations, including regulations linked 			

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to apprenticeship delivery. (Awarding organisations, Ofsted, ESFA)

Training Delivery and Coaching

- Deliver high-quality and engaging training in line with the training plans, ensuring learning objectives, and timeframes are met
- Adapt and adjust training interventions to ensure all learners, irrespective of their experience, are provided with opportunities to develop their skills, knowledge and behaviour.
- Coach and mentor employees in achieving their learning aims, identifying and implementing interventions as required
- Support assigned learners to ensure they are prepared to complete all relevant training courses and pass apprenticeship qualifications to a high standard
- Engage and work with managers across the business to ensure that knowledge, skills and behaviours are embedded following all learning interventions
- Create developmental plans in conjunction with feedback sessions with learners and their managers

Continuous Improvement

- Continuously improve the learning and development experience for learners, identifying innovative approaches and best practices.
- Carry out observation of teaching and learning across different courses and trainers to continuously improve standards to meet business needs and apprenticeship standards.
- Analyse data to make recommendations and implement improvements to the quality of training
- Provide guidance, support and coaching to Training and Apprenticeship Consultants, ensuring they have the necessary skills, knowledge and resources to deliver high-quality, consistent training delivery

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Professional Development

- Review the L&D and Apprenticeship industries regularly for continuous innovation, ensuring best practice, maintaining links with professional bodies to keep up to date with development solutions, compliance, processes and practices
- Assess and develop own skills and knowledge within the training and recruitment industry sector and commit to continuous professional development .
- Take ownership of own professional development

General Duties

- Maintain good communication and engagement with the business
- Represent and champion training and apprenticeships in meetings, and working groups advocating for the highest standards of quality.
- Work with the wider People Services Departments to ensure an aligned approach to employee support and issue resolution in line with company policies and procedures
- Provide a high-quality onboarding experience for new starters with the SWS Group, providing support and guidance where required
- Share best practices with others both within the Training and Development Department and the wider business
- Complete mandatory training such as safeguarding and Prevent annually
- Foster a collaborative environment that actively champions continuous learning and growth within both our training and apprenticeship provision

Essential qualifications, skills, or experience

Desired qualifications, skills, or experience

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Role Profile:

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<ul style="list-style-type: none"> • Relevant industry qualification at level 3 or above or proven experience within a training and development environment • Strong communication and influencing skills • Strong IT skills • Excellent organisational skills • Extensive experience in classroom training delivery • Proven experience in writing engaging training content 	<ul style="list-style-type: none"> • Experience in using E-portfolio / LMS systems and experience building e-learning content • Proven experience in managing projects following instructional design methodologies
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Key Competencies

Winning Good Business:

Results driven	Contribute to setting clear and challenging targets and demonstrate drive and enthusiasm to make a difference and achieve objectives, ensuring your plans are aligned to others. Remains positive when faced with setbacks.
Innovation	Generates new ideas and solutions for day-to-day issues which can add value to the learning experience through creativity, collaboration and challenging the status quo.
Decision Making	Assesses issues objectively, evaluates options by considering implications and consequences; chooses an effective option to ensure outcome is successful.

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If Printed, Uncontrolled

Resilience	Maintains progress (while maintaining quality) when handling multiple tasks and even under stressful situations or when faced with competing deadlines.
Improving Efficiency:	
Analytical thinking	Uses information in a logical way, establishing patterns and carrying out analysis. Breakdown complex issues into understandable elements.
Problem solving	Identifies problems and takes responsibility for finding a solution and fixing mistakes regardless of the causes.
Knowledge sharing	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice and expertise with the wider team.
Communication	Actively listens and considers the most appropriate way to convey information to confirm information is received as intended. Using communication skills to persuade and influence others.
Delivering Operational Excellence:	
Continuous Improvement	Recognises problem areas, strives to understand causes to recommend solutions and prevent re-occurrence
Adaptability	Embraces change and identifies new challenges or areas of focus to continue to deliver high quality solutions
Customer focus	Understands customer need, builds and maintains strong relationships and manages feedback to deliver great service
Self-direction	Takes accountability for own actions and takes initiative to make things happen to achieve objectives
Developing the Best People:	
Develop Self	Supports own personal development; accepts and gives feedback and is not afraid of 'how?', committed to continuous personal development and self-assessment. Sector expertise and training skills are continually reviewed.

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Motivation	Effectively manages time, resources and relationships to ensure that work is done efficiently. Motivates others to learn and finds opportunities to stretch others
Teamwork	Identifies ways to involve others and use their knowledge, ideas & skills to achieve goals more effectively; celebrates success for everyone and is motivated to contribute to the team. Ensure that your own plans are aligned with those of others
Building relationships	Identifies ways to involve others and use their knowledge, ideas & skills to achieve goals more effectively.

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