

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 identifies, designs, delivers, and evaluates training and development solutions to develop employee's skills, knowledge and behaviours throughout all stages of their career. Working in collaboration with senior leaders and subject matter experts (SMEs) the Training and Development consultant delivers nationally recognized qualifications and training solutions informed by the Companies strategic business objectives, produced in line with the company's values and beliefs.			
Job Description			
Design and develop training solutions <ul style="list-style-type: none"> • Scope, design, evaluate and deliver high quality appropriate training and development solutions, working in collaboration with senior leaders and subject matter experts (SMEs) • Provide onboarding and development pathways for core roles and groups • Ensure apprenticeship delivery is compliant and in line with the Company vision and objectives • Review and update training programmes to ensure the content remains relevant and accurate Training delivery and Coaching <ul style="list-style-type: none"> • Deliver training in line with the lesson plans ensuring learning objectives and timeframes are met • Coach and mentor employees in achieving their learning aims, implementing interventions if required 			

Document No.	Document Title	Document Owner	Document Author	Version	Classification	Issue Date	Approved by
N/A	Role Profile: T & D Consultant	Joanne Pritchard Jodi Johnson	Joanne Pritchard Jodi Johnson	1.0	Internal		Neil Yorke

Role Profile:

TRAINING AND DEVELOPMENT CONSULTANT

- Support assigned learners to ensure they are prepared to complete all relevant training courses and pass apprenticeship qualifications
- Deliver, document and evidence one to one coaching sessions as required by the programme to ensure progress in learning and applied work-based evidence is captured
- Assess employee's competency against a standard and provide developmental feedback
- Conduct progress review and feedback sessions with employees and their managers
- Work with other People Services Departments to ensure aligned approach to employee support and issue resolution in line with company policies and procedures

Professional Development

- Review the L&D and Apprenticeship industries regularly for continuous innovation, ensuring best practice always, maintaining links with professional bodies to ensure the most up-to-date development solutions, compliance, process and practices
- Assess and develop own skills and knowledge and commit to continuous professional development

Essential qualifications, skills, or experience	Desired qualifications, skills, or experience
<ul style="list-style-type: none"> • Relevant industry qualification at level 3 or above or proven experience within a training and development or apprenticeship delivery role • Excellent communication skills • Excellent IT skills • Excellent organisational skills 	<ul style="list-style-type: none"> • Functional skills at level 2 in English and Maths • TAQA ,A1, level 3 or equivalent assessor qualifications • Proven experience supporting apprentices with maths and English training • Experience in using E-portfolio / LMS systems and experience building e-learning content

Page 2 of 4

Document No.	Document Title	Document Owner	Document Author	Version	Classification	Issue Date	Approved by
N/A	Role Profile: T & D Consultant	Joanne Pritchard Jodi Johnson	Joanne Pritchard Jodi Johnson	1.0	Internal		Neil Yorke

If Printed, Uncontrolled

Role Profile:

TRAINING AND DEVELOPMENT CONSULTANT

- | | |
|---|--|
| <ul style="list-style-type: none"> • Experience of classroom or virtual delivery | <ul style="list-style-type: none"> • Proven experience delivering apprenticeship training |
|---|--|

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.
Resilience	Maintains progress (while maintaining quality) when handling multiple tasks and projects, 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.

Page 3 of 4

Document No.	Document Title	Document Owner	Document Author	Version	Classification	Issue Date	Approved by
N/A	Role Profile: T & D Consultant	Joanne Pritchard Jodi Johnson	Joanne Pritchard Jodi Johnson	1.0	Internal		Neil Yorke

If Printed, Uncontrolled

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; ensures that 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 to 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 to ask 'how?', committed to continuous personal development and self-assessment; own sector expertise and training skills are continually reviewed.
Motivation	Effectively manages time, resources and relationships to ensure that work is completed 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.

Document No.	Document Title	Document Owner	Document Author	Version	Classification	Issue Date	Approved by
N/A	Role Profile: T & D Consultant	Joanne Pritchard Jodi Johnson	Joanne Pritchard Jodi Johnson	1.0	Internal		Neil Yorke