

Person Specification

Job Title	Training & Development Manager
Grade	PO3
Service/Section	Street Services
Directorate	Communities, Environment and Central

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
<ul style="list-style-type: none"> Level 3 Award in Education and Training (RQF), formally Preparing to Teach in the Lifelong Learning Sector (PTLLS), or equivalent. 	E
<ul style="list-style-type: none"> Minimum Train the Trainer (Level 3) or equivalent 	E
Skills and Abilities	
<ul style="list-style-type: none"> Ability to adapt training programs to reflect new industry trends, technologies, and methodologies. 	E
<ul style="list-style-type: none"> The ability to understand employees' diverse learning needs and preferences and fostering an inclusive training environment. 	E
Experience	
<ul style="list-style-type: none"> Experience of delivering training in an operational environment, preferably in an environmental service, including driver training (Driver Certificate of Professional Competence) 	D
<ul style="list-style-type: none"> Knowledge of compliance training to ensure the organisation complies with legal and industry specific training requirements. 	E
<ul style="list-style-type: none"> Experience in training and instructional design especially for the creation of engaging and effective training materials and sessions that cater to a variety of learning styles. 	D
<ul style="list-style-type: none"> Learning management systems (LMS) expertise for efficient administration of online training programs and tracking of employee progress and service wide skills gap analysis. 	E
<ul style="list-style-type: none"> Experience in budget monitoring to effectively allocate resources to ensure training programs are cost-effective, within budget and impactful. 	D

Equal Opportunities	
<ul style="list-style-type: none"> • Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post. 	E
<ul style="list-style-type: none"> • Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post. 	E