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| Reference No | Version | Document Title | Date Created / Amended | Replaces | Issued By | Authorised By |
| HRF29 | V2 | Role Profile –Operations Training Co-ordinator | 01/04/2024 | This is the original document | M T STEELE | K REID |

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| **Role Profile and Person Specification** | | | | | | | | | | | | | |
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| **Job title:** | Operations Training Co-ordinator | | | | | | **Location(s):** | | Inchture | | | | |
| **Reports to:** | HR Specialist | | | | **Function:** | | Operations | | **Grade:** | | | | Choose |
| **Leader of:** |  | | | | | | | | **Hay Level** | | | | Choose |
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| **Position Summary** | | | | | | | | | | | | | |
| **Key duties - briefly outline the main focus areas for this role:** | | | | | | | | | | | | | |
| * **Follow Health and Safety Policy at all times knowing all responsibilities, promoting a Health and Safety safe culture by ensuring all procedures, risk assessments and SSOW’S are followed at all times.** * To ensure that training is delivered across the site to full compliance of internal and externally recognised standards. * Oversee the administration and delivery of company induction programme for all new starters on site. * Periodically review training to ensure new training requirements are added to the training matrix. * Work closely with the Senior Operations Team to ensure that standard operating procedures (SOPs) and SSOW’s are trained out to the correct standard. * Audit the compliance of colleague training records and the up keep of the training matrix to ensure the shift management teams have fully up to date visuals of training competencies and requirements throughout the site. * Ensure that training is delivered in line with their role profiles and IPL policies and procedures. * Ensure that all statutory training requirements are met in all departments. * To optimise the use of company resources and comply with the company policy and procedures. * Flexibility in working pattern to ensure that training sessions are delivered to all colleagues across the shifts. * Administration and coordination of training courses to be delivered through local trainers, self and external providers. * Developing new processes and approaches to improve efficiency of training services offered. * Consistently demonstrate our Values and Behaviours. * To provide an effective first class Training administration service to the business, following agreed processes and meeting all deadlines. * To become a central point of contact for all training requirements (along with other team members). * Constantly review process and highlight areas that can be improved, ensuring the latest version of course materials are readily available. | | | | | | | | | | | | | |
| **Location specific duties:**   * Assist(when possible) site when People Specialist in absence * Communications Champion | | | | | | | | | | | | | |
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| **Key responsibilities - detail what accountability this role has under each of these key business areas** | | | | | | | | | | | | | |
|  | | | | | | | | | | | **Responsibility** | | |
| **Finance:** | | Work with Department Leaders to ensure they are consistently monitoring and addressing colleague competence. Work within budgeted yearly training hours | | | | | | | | | Joint | | |
| **Technical:** | |  | | | | | | | | |  | | |
| **People:** | | Ensure STEP values are incorporated into training processes and AT follow values in ALL training delivered | | | | | | | | | Sole | | |
| **Compliance/H&S:** | | Oversee / Audit training material to ensure our IPL’s values relating to ethics, legislation, integrity, social responsibility, health & safety, are fully integrated | | | | | | | | | Joint | | |
| **Commercial:** | |  | | | | | | | | |  | | |
| **Operations:** | | Ensure training is delivered to support colleagues capabilities to deliver to their specific job role / function and line with IPL procedures | | | | | | | | | Sole | | |
| **Legal:** | | Ensure all colleagues operating within IPL are trained to competent level to adhere to IPL’s policies and procedures. | | | | | | | | | Joint | | |
| **In addition to the above, you are required to carry out such other duties as may reasonably be required** | | | | | | | | | | | | | |
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| **Person Specification** | | | | | | | | | | | | | | |
| **Technical Skills Required (Qualifications, Training, Professional membership) Assessed by** | | | | | | | | | | | | | | |
| **Essential:**  IT Literate (foundation/intermediate)  Train the trainer qualification or equivalent | | | | | | | |  | | |  | | | |
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| **Desirable:**  IOSH | | | | | | | |  | | |  | | | |
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| **Experience Required** | | |  | | | | | | | | **Assessed by** | | | |
| **Essential:**  Proven track record of consistently delivering/exceeding KPIs.  Experience working within an operations/factory/production site as a Training coordinator or equivalent.  Experience in working under pressure in a fast paced environment.  A desire to constantly improve training effectiveness by developing new approaches and ideas. | | | | | | | |  | | |  | | | |
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| **Desirable:** | | | | | | | |  | | |  | | | |
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| **Particular Aptitude/Skill Required** | | | | | | | | | | | | **Assessed by** | | |
| **Essential:**  Experience of working to targets and ensuring your team meet targets.  Able to develop good working relationships with a variety of colleagues both internally and externally.  Well-developed communication skills.  Ability to plan, organise and prioritise ever changing workload.  Desire to succeed and adaptable to change. | | | | | | | |  | | |  | | | |
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| **Desirable:**  Ability to work flexible hours and locations.  Well-developed problem solving abilities | | | | | | | |  | | |  | | | |
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**Assessment key**

**Interview, Ability/Psychometric Testing, Assessment Centre, Certification, Other**