Training Officer

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| **Role Summary** | | | |
| **Job Title:** | Training Officer | **Hours** | 35 per week  Monday – Friday |
| **Salary** | £28,922.00 | **Contract** | Permanent |
| **Geographic Responsibility:** | | **Company Wide**  UK- Travel required when necessary | |
| **Reports to:** | Director of Business Infrastructure/ Professional Standards Manager | **Base Location:** | Flexible:  (**Ideally within a reasonable commuting distance of Andover, UK)** |
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| **Role Purpose** | | | |
| The Training Officer will be responsible for creation and delivery of a continual programme of high-quality training, delivered to operational teams across the organisation and to key external partners. You will be both proactive and flexible, ensuring that core, specialist, statutory, and organisationally bespoke training and development is delivered in full.  You will play a leading role in the development and creation of specialist course materials supported by clinical colleagues, as well as working closely with the Professional Standards Manager and the Director of Infrastructure to ensure identified areas of training need are addressed and supported, ensuring the continual professional development of the DMWS workforce.  You will obtain valuable knowledge, expertise and understanding of the services delivered within all regions by DMWS, and the organisations we work with, particularly the military, NHS, police and other third sector organisations, resulting in identifying specific training needs to be delivered. | | | |
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| **Key Accountabilities** | | | |
| * Provide inspired training programmes for the organisation and external partners, delivered in effective and meaningful ways. * Ensure the continual delivery and development of bespoke, accredited, DMWS training packages * Obtain feedback on training delivery to ensure effectiveness and continuous improvement * Induct and support new colleagues to ensure they are confident with their level of skill to undertake complex and demanding work. * Ensure that IP management is upheld maintained and effectively managed in relation to sensitive training materials. * Provide high quality reports to all stakeholders * Assist with promotion of internal learning culture. * Help promote company values that encourage top performance continuous improvement, trust and high morale. Provide appropriate and constructive feedback when required. * Work with the Professional Standards Manager and Project Office to improve the quality of training and development in the organisation, supporting high performance and compliance in all we do. * Assistance and support HQ Business support when necessary. * Assist the Director of Infrastructure in assessing and managing the financial and resource impact of training. | | | |
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| **Key Capabilities/Knowledge or Requirements** | | | |
| * Previous experience in a similar role – ideally from detailed and responsible training background. * Able to deliver start to finish training programmes, and the creation and delivery of specialist topic training drawn from expert knowledge input. * Demonstrate an interest in the work we do, show resilience, drive and tenacity to succeed and enable the organisation to grow. * IT literate, proficient in the use of PowerPoint, Excel, and Word and effective and current training materials, platforms and IT. * Good commercial awareness, attention to detail and problem-solving skills * Able to understand the requirements of a specialist organisation * Able to construct compelling training packages supported by accurate data – addressing the need. * Able to balance the needs of multiple stakeholders * Excellent communication skills * Excellent networking skills * Full driving licence and access to vehicle for commute/ travel as necessary * Willingness to travel and spend time away from home location if required. | | | |

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| **Experience & Qualifications** |
| 1. Degree Level/Post Graduate qualification -Desirable 2. Qualification and/or demonstrable experience of designing and delivering complex and detailed training to a range of recipients. 3. Significant training experience gained in a complex operational environment – e.g. Military, NHS, Policing, Social Care sector. |