

Training and Workforce Development Coordinator

Reports to: **Business Development Manager**

Direct reports: **N/A**

Evaluation: **515 points**

Grade: **N7**

Reference: **AA3985**

Purpose

To identify and provide training and workforce development solutions through the planning and delivery of bespoke training activity and the effective monitoring of a range of competency standards linked to quality service provision.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. Manage, prepare and deliver induction and training programmes for staff and learners, including the assessment and review of their training needs and the identification of objections and individual action plans.
2. Assist in the identification of training and support needs analysis for all staff engaged in related food training and personal development courses and modules.
3. Provide support and guidance to learners to ensure they fulfil their potential assisting them to meet their objectives and obtain maximum value from the learning programme.
4. Carry out internal assessor duties for staff undertaking apprenticeships or additional workplace learning, ensuring own skills and competence reflect the requirements of an internal QA.

5. Liaise with internal and external state holders to ensure agreed programmes are being delivered and that any problems are dealt with quickly and efficiently.
6. Prepare post training evaluation reports with recommendations for service operations relating to workforce development.
7. Ensure that learners and their workplace supervisors / mentors have a clear understanding of performance requirements and what is to be delivered.
8. Develop and implement training procedures for service operations.
9. Promote good working relationships and assist with the development of the service to meet the preferences and demands of customers.
10. Provide advice to operations so that they are able to organise and supervise staff and resources on a daily basis to ensure service delivery in line with appropriate standards and procedures, including relevant Food Safety and Health & Safety legislation and instructions and by maintaining all associated records.
11. Provide advice to operations so that they are able to undertake effective ordering, stock control and maintenance of records together with the completion of daily administrative tasks, and adherence to the Council's financial procedures
12. To promote and implement our Equality policy in all aspects of your employment.
13. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.