

Job Description

Function:	Sodexo Justice
Position:	Learning and Development Trainer
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Learning and Development Manager
Additional reporting line to:	
Position location:	HMP Addiewell

1. Purpose of the Job – State concisely the aim of the job.

- Support the Learning & Development Manager in developing a learning culture within the establishment by coordinating and delivering a range of learning and development activities which are aligned to the business strategy and contractual and legislative requirements.

2. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Schedule and delivery of the Initial Training Courses (ITCs) for all Operational staff and Non-Operational Inductions
- Work with L&D Manager to ensure ITC training content is up to date and delivered effectively to enhance staff engagement and improve staff retention
- Provide support to establishment SMEs during training sessions, e.g., Security, Residential, Rehabilitation, H&S, HR and others and deliver content when required
- Facilitate upskilling and refresher sessions for existing staff
- Provide efficient administration services to Learning & Development within Sodexo Justice, including maintaining records, dealing with and responding to queries and scheduling SME's for ITC courses.
- Support the L&D Manager with 'day to day' line management of the new staff whilst on the ITC
- Work with Learner Coaches to ensure the ITC is 'fit for purpose' and any gaps in knowledge are being addressed
- Work with L&D Manager to ensure all statutory and mandatory training is planned, delivered and recorded

3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Working within a maximum security prison which holds up to 796 male prisoners
- Working with a diverse workforce of 400+ employees who either work directly with prisoners or support the prison to run effectively
- Supporting the Learning and Development Manager in delivering the vision for HMP Addiewell, by ensuring that the prison operates effectively with the corporate and local values, Business Plans and People Plans
- Provide monthly management information
- Support the recruitment process with the Learning and Development Manager and HR
- Take ownership of own development and ensure continual professional development (CPD) is undertaken

4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Plan and organise ITC schedules – including requesting and allocating SMEs
- Increase staff engagement in learning and development resulting in more positive feedback
- Monitor and review statutory and mandatory training to assist Learning and Development Manager maintaining the required statutory certification appropriate for all roles, e.g., C&R, TTM, H&S, EFAW etc

5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- Coordination and delivery of all ITC intakes per year including PCOs and OSOs
- Assist Learning and Development Manager with coordination of annual refresher programme for up to 400 staff
- Assistance with up to 12 non-custodial inductions per year to cover leave when required

6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

Essential

- Passionate and enthusiastic individual
- Resilient and resourceful
- Strong communication skills (both written and verbal)
- Effective listener
- Ability to build robust working relationships with individuals and departments
- Ability to work as part of a team but also independently
- Good facilitation skills
- Able to provide constructive feedback
- Excellent organisational skills
- Flexible
- Approachable

Desirable

- Relevant trainer qualification (prepared to undertake training qualifications as part of role)
- Experience working in a custodial environment

7. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



Received:

Date:

Date:

Job holder

Immediate Manager