

Job Description

Function:	Sodexo Justice Services
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 Lowdham Grange

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

- Support the L&D 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.

- Work with L&D Manager to ensure all statutory and mandatory training is completed
- Work with L&D Manager to ensure Initial Training Courses (ITCs) are up to date and delivered effectively
- Deliver inhouse created content to ITCs and non-operative inductions
- Support to establishment SMEs during training sessions, e.g., H&S, HR and deliver content when required
- Facilitate upskilling and refresher sessions for existing staff
- Work with Apprenticeship team to ensure Apprentices are properly supported
- Provide support to PCOs and OSOs during initial development programme
- Provide efficient administration services to Learning & Development within Sodexo Justice Services, including maintaining records, dealing with and responding to queries and scheduling SME's for ITC courses.
- HMPPS course delivery – training to be provided

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 unique environment of a privately managed Category B prison establishment, which holds up to 888 male offenders
- Working with a diverse workforce of 450+ 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 Lowdham Grange, by ensuring that the prison operates effectively with the corporate and local values, Business Plans and People Plans
- Working with Apprenticeship Team to ensure successful delivery of Focus Ahead, our self-delivered apprenticeship programme for Prison Custody Officers
- 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., Use of Force, H&S, EFAW and RPE/HEAD15

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 up to 12 ITC intakes per year including PCOs and OSOs
- Assist Learning and Development Manager with coordination of annual refresher programme for up to 450 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.

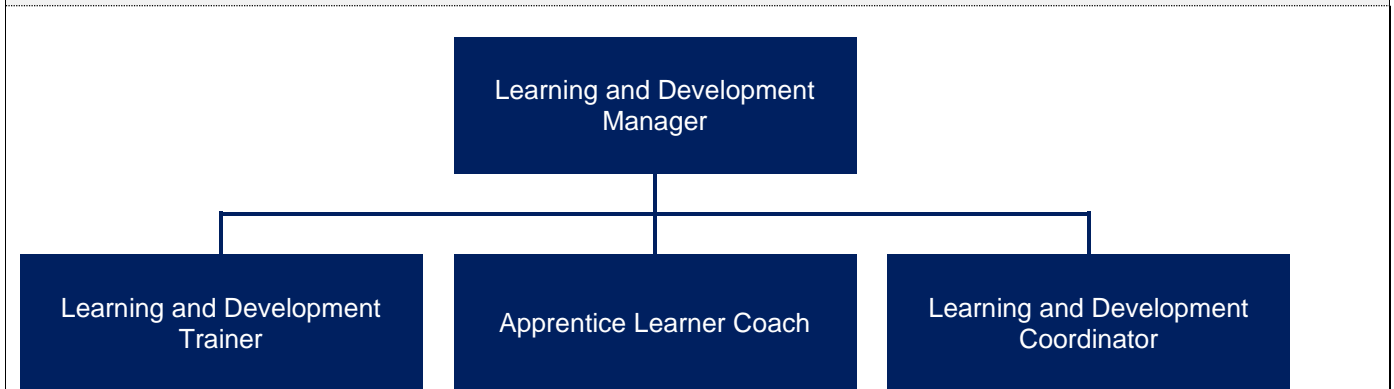
Essential

- Experience working in a custodial environment as a PCO
- Resilient and resourceful
- Strong communication skills
- 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
- Organisational skills
- Flexible
- Approachable

Desirable

- Relevant trainer qualification

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