

JOB DESCRIPTION

Job title	Training Advisor	
Department	Learning and Organisational Development	
Reports to	Training Manager	
Grade	3	
Job purpose	To support training interventions to existing and new services based on Workforce Development Plan (WDP) and competence requirements.	
Key accountabilities	<p>Work with colleagues to contribute and deliver a successful business plan and learning intervention to the business by:</p> <ul style="list-style-type: none"> Engage with the business to identify training gaps, suggesting appropriate interventions, working with the team and other teams/external partners to provide those effective solutions Utilising gaps analysis to build calendars of learning interventions across all programmes, working with the team to support allocation of resources Promoting and nurturing a learning culture through driving the use of WDPs , competence assessing and utilising the Learning Management System Building close relationships with managers to understand any new service implementation plans, helping them to identify and resource appropriate training, competence or organisational development requirements Contribute to effective cost management by supporting budget management, financial forecasts and controls through cost effective ways of working Contribute to the Business Plan through objectives and areas of interest Enable effective planning/control by ensuring required data is input into information management systems, interpreting trends and recommending or taking appropriate corrective actions and escalating where required Help to ensure that the business achieves its regulatory obligations by carrying out responsibilities in accordance with standards and recognised governance processes Supporting the business learning requirements through workforce development and resource planning with the team Support the business by advising on learning and organisational development via the helpdesk Advise and co-ordinate learning (internal, associates and external) and deliver training as required against WDP Support managers to equip them to carry out their management and leadership responsibilities under workforce development and competence assessing including assisting with webinars on using LMS and WDPs Supporting new services transferring to Turning Point by aligning learning records and interventions with our requirements and identifying and supporting gap analysis Help to achieve short, medium and long term goals, creating and managing relevant project plans in own areas of responsibility/specialism Contribute to the well-being of service users, employees and TP's business interests by raising issues for inclusion in the risk register and business continuity plan Project the desired image of Turning Point by demonstrating the corporate values through own example while helping to ensure they are demonstrated by colleagues in the team 	
Dimensions	Undertake any other duties within your capabilities that are relevant to the job and reasonably requested of you by your manager.	No formal responsibility but will provide coaching and guidance to members of team and, more often, to associate trainers within business units. Will assume responsibility for performance on a project management basis.
	Direct reports	No formal responsibility but influences the thinking and behaviour of staff and managers throughout Turning Point.

		Staff at all levels, with a particular emphasis on relationships with middle and senior management.
	Total staff overseen	None
	Internal contacts	<p>Focuses on the needs of specific projects across the organisation, reflecting an understanding of the Business Unit and TP strategy.</p> <p>Managing sensitive and confidential information about people and the business demanding a high level of professionalism, judgment and integrity.</p> <p>Handling complex and ambiguous organisational scenarios when immediate answers are unclear.</p> <p>Building co-operation between support functions who may have different priorities and ways of working.</p>
	External contacts	Supporting with engaging with training providers, from booking, dealing with queries, invoicing and evaluation
Key Skills, Expertise and Qualifications		
Essential <ul style="list-style-type: none"> • Experience of managing time with multiple competing priorities • Experience of co-ordinating large volumes of information and ability to interpret, influence and inform using data • Experience in using a Learning Management System and ability to show others how to use a system for accessing learning • Ability to use Office 365 		Desirable <ul style="list-style-type: none"> • Experience co-ordinating multi-site based training • Experience discussing and using data to teams at all levels • Ability to analyse and use learning data to co-ordinate activities
Competencies		
Core Competencies/Values <ul style="list-style-type: none"> • Support and challenge • Authentic communication • Embrace change, assertive and resilient • Person centred approach • Knowledge of health and social care field 		Role Based Competencies <ul style="list-style-type: none"> • Training, facilitation and assessment • Coaching and Mentoring • Best practice in Learning • Knowledge of health and social care field