

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	<p>Undertake any other duties within your capabilities that are relevant to the job and reasonably requested of you by your manager.</p> <p>Direct reports</p>	<p>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.</p> <p>No formal responsibility but influences the thinking and behaviour of staff and managers throughout Turning Point.</p>

	Total staff overseen	Staff at all levels, with a particular emphasis on relationships with middle and senior management.
	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	
	<p>Essential</p> <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 	<p>Desirable</p> <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		
<p>Core Competencies/Values</p> <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 		<p>Role Based Competencies</p> <ul style="list-style-type: none"> • Training, facilitation and assessment • Coaching and Mentoring • Best practice in Learning • Knowledge of health and social care field