



ROLE ADVERT

ROLE TITLE: Trainer

POST ID:

GRADE: Band F

HOURS: 37/18.5

LOCATION: Caldicot - which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

PURPOSE OF POST:

To assist the Training Lead in the design and delivery of transport training for Internal and external customers. To lead in the delivery of PCV vocational driver training, supporting candidates to achieve the required CPC. To support the Passenger Transport Unit in the delivery of modular driver training to ensure competence and compliance of transport colleagues.

To design and implement new learning in order to grow the competence and capability of individuals and services.

To administer the application process as required in order to achieve desired outcomes, in line with enforcement bodies such as DVSA and JAAPT. To ensure such records are available in readiness for inspections/audits.

To contribute to the development of both training and transport services within Monmouthshire County Council.

Should you require any further information regarding this post, please contact John McConnachie- Training Lead 07886989703

Closing Date: 12 noon on (Insert Date) 2018

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-
Employee Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN
Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.



ROLE PROFILE

ROLE TITLE: Trainer

POST ID

GRADE: Band F

HOURS:

RESPONSIBLE TO: Training Lead

Talent Lab- Training Team

Our Purpose:-

[Talent Lab](#) – The home of the Corporate Training Team of Monmouthshire County Council, a learning and development partnership for public, private and community enterprise in Wales, UK and beyond.

Our passion is learning. Learning is growth. We're dedicated to making fantastic learning opportunities available that will help individuals and teams better to achieve great outcomes.

The Purpose of this Role:-

To provide Learning and Development support as part of the Monmouthshire County Council corporate training team.

To develop and deliver as part of a wider team, a modular driver training programme for colleagues in the PTU as well as other internal and external training customers.

To contribute to the provision of other corporate/operational training.

To organise appropriate training facilities and material which will support candidates achieve desired outcomes.

To provide the means to accurately record learner needs, progress and compliance.

To use IT systems currently employed within the Authority to register learners/transport vehicles and ensure the mandatory information required is both populated and kept up to date.

To support both the training and PTU Administration in ensuring that all requirements in relation to Learning and Development, JAUPPT, VOSA and health and safety aspects are complied with in the provision of our services

To support the Training Lead in relation to providing information to the public and promoting the County Council training and transport services.

Key Skills for the role:

Must be able to demonstrate practical experience of working in a training environment.

To be able to identify learning and development needs and design/deliver appropriate interventions in order to improve competence and compliance of individuals and services

Must have excellent communication skills in order to liaise with management, transport team and members of the public in supporting the operational objectives to deliver an effective and efficient service.

Must be familiar and able to utilise digital applications (training provided for local applications).

Must be able to communicate clearly with internal and external customers and citizens of the county.

Must be Courteous, polite and helpful to all internal and external customers and citizens.

To ensure that any vehicles, equipment and other training resources are maintained and in a serviceable condition by carrying out appropriate checks.

Be willing to take responsibility for your continuous personal and professional development.

Flexibility will be required to cope with the demands of customers of the training service and passenger transport unit.

Must be willing to work as part of a team by positively contributing and collaborating with others.

To abide by policies and procedures of Monmouthshire County Council to ensure training and transport records are accurate and sufficient as required by MCC, VOSA, JAUPPT etc.

To carry out any other duties which may be required by the training lead, which may be assigned from time to time.

To work in other parts of the county as requested, which will be required from time to time.

Must maintain full awareness of the Health and Safety requirements of the service and to be responsible for own safety and that of colleagues and others within the workplace or the public generally when undertaking official duties.

Must be willing to abide by the principles and practices of equality of opportunity as laid down in the Council's Equal Opportunity Policy.

Your responsibilities :-

Delivering Results –

- Delivering a high quality service to customers in the Community within the context of terms and conditions and this role profile.
- Design and Deliver Learning to individuals and groups.
- Monitor own outputs and outcomes against agreed performance standards.
- To actively take part in performance reviews/C.I.C.O Appraisals
- To develop and deliver business goals, design strategies and coordinate business resources to advance those goals to meet targets and expectations.
- To design and undertake the role to achieve a high level of service to our customers whilst achieving “Best Value” for the authority.

Managing Relationships –

- Manage relationships with colleagues and customers to enable achievement of business priorities and to enable all learners to achieve their potential.
- To contribute to the development of the service and implement new ideas and initiatives to improve performance and viability of training and other council services
- Develop, encourage & maintain mutually beneficial and effective working relationships both internally and externally with partnerships with statutory bodies, elected members, external partners, local communities, contractors, volunteers. Including general communication / promotion, interpretation and awareness raising for the service.
- Assist the training lead and PTU Manager when necessary in the co-ordination and delivery of services and be able to provide information as requested.
- To undertake ongoing compliance checks/assessments with Individual learners, supply feedback and guidance where appropriate.

Managing Resources

- Ensure the resources are utilised in the most effective and efficient manner.
- Ensure own professional / technical knowledge is current and up-to-date.
- Use other sources of information knowledge as required to deliver objectives.
- Make best use of Digital and other resources.

Managing Processes

- Ensure within your responsibilities that all the processes, practices and systems are operated / implemented in accordance with Monmouthshire’s requirements.
- Maintain effective systems for monitoring, reviewing and evaluating own performance.
- Manage the collation, analysis, interpretation, processing and presentation of a range of information and data as required via 1/4ly reporting.

Future Focus

- To identify, design and deliver on your ideas to enhance the future of services.
- To represent the service on internal and external working groups .
- To undertake any other duty as may be required by Monmouthshire that is compatible with the level and remit of this post.

Here's what we can provide you with:-

- A motivated and enthusiastic team driven to achieve the best results for the Council and local communities.
- Support from the wider Monmouthshire Team.
- Flexible work environment & agile working (in line with service needs)
- Coaching and Mentoring support
- Access to ongoing learning and development
- Regular feedback and positive communications with colleagues
- Employee Benefits

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.