

ROLE PROFILE

Post Title:	Training and Events Organiser
Post Number:	EMP 16A
Salary/Grade:	Band E (21-25)
Hours:	37 hours per week
Location:	People Services
Responsible To:	Training Lead

WELSH LANGUAGE ASSESSMENT:

(c) Welsh language skills are desirable

Who are we?

The post is part of TalentLab which is the learning and development section of Monmouthshire People Services

Our Purpose:- to identify, design and deliver learning at the right time, in the right place to help people do their jobs effectively.

The Purpose of this Role:-

Working alongside people services colleagues this important role means we can co-ordinate the design, delivery and measurement of learning and development activity in Monmouthshire County Council and through our partnership arrangements within the community. We also design and deliver learning for external customers.

Expectation and Outcomes of this Role:-

1. Learning design/delivery and event management

- **To contribute to the design and delivery of a learning and development plan based on information from organisational training needs analysis**
- **To schedule learning and events in an appropriate manner avoiding clashes of events with similar target audiences**
- **To ensure arrangements are made for events to run smoothly having regard to venues, catering, equipment and accommodation**
- **Design learning materials and resources**
- **Design and distribute learning and marketing publicity for internal and external events such as workshops, conferences, workbooks and other publications**

- To take a lead role in the development of learning and development hub, websites, branding and digital marketing.
- To contribute to the delivery of learning and development where appropriate.
- To anticipate and monitor the cost and income of all activity
- Collate applications for learning and development activities, prioritising nominees where appropriate, confirming attendance/non-attendance and maintaining reserve lists to ensure all available places are utilised
- Co-ordinate evaluations of customer satisfaction and learning outcomes, keeping records for the purposes of statistical information and performance management

2. Data/Records

- To co-ordinate the presentation of data linked to people services activities for presentation to DMT, SLT and the People Board
- To establish and maintain the staff development and training database ensuring it meets the information requirements of the Organisation and Welsh Government
- Maintain accurate records of Learning and Development activity
- Maintain accurate information on forthcoming events
- To produce reports and other management information including equal opportunities and absence data
- Operate efficient data storage/retrieval systems
- To track the progress of staff undertaking learning and development programmes
- Provide information for staff on their personal development programme/continuing professional development
- To liaise with wider people services team to ensure information on staff is up to date, accurate and comprehensive.

3. Budget

- To arrange for the raising of purchase orders and payment of invoices
- To ensure payments are allocated to the relevant cost code
- To ensure all financial transactions are carried out in an effective, efficient and timely manner
- Monitor financial activity, keeping appropriate records and reporting to the People Development Lead as appropriate

4. Other

- Manage all printed resources, purchasing books, journals and training packs as appropriate
- Receive enquiries, responding effectively using excellent verbal and written communication skills
- Be able to work independently and be capable of making decisions on behalf of people services and work as a team member
- Attend meetings both in a support capacity and on occasions as a representative of people services e.g. with customers/suppliers.

- **Be committed to undertaking own learning for personal and service development.**
- **Advise the Training Lead of deficiencies or problems with the service and be proactive in developing the service making necessary changes to practice and procedures.**
- **Actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.**

Here's what we can provide you with:-

- Being part of a positive and supportive team
- Flexible working
- Great support and feedback to help you perform at your best
- Exciting, varied and challenging work
- The opportunity for you to contribute your ideas
- Support to help you learn, develop and grow
- Access to 1-1 coaching

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.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

REQUIREMENTS	WEIGHTING HIGH / MEDIUM / LOW	HOW TESTED
1. EDUCATION/QUALIFICATION KNOWLEDGE		
Able to use Microsoft Office including Word and Excel, and online systems such as Eventbrite, Twitter, Facebook	High	Application Form/Interview
2. EXPERIENCE		
Experience of scheduling and organising events to set deadlines	High	Application Form/Interview
Experience of negotiating terms and conditions of contracts with external providers	Low	Application Form/Interview
Experience of learning/workshop design/delivery methods	High	
Knowledge, skills and experience of marketing/digital marketing	High	
An understanding of business/company branding	High	
Experience of compiling and maintaining accurate records of staff development and training activity	Medium	Application Form/Interview
Experience of anticipating, processing and monitoring expenditure against designated cost centres	Medium	Application Form/Interview
3. COMMUNICATION / INTERPERSONAL SKILLS		
Ability to communicate effectively at all levels of the organisation both verbally and in writing	High	Application Form/Interview
Ability to establish positive working relationships with representatives from external agencies and or organisations	High	Application Form/Interview
4. APTITUDE AND SKILLS		
Ability to set priorities and manage progress of work within competing deadlines	High	Application Form/Interview
Demonstrate problem solving skills, be self motivated and able to use own initiative	High	Application Form/Interview
5. EQUAL OPPORTUNITIES		
Willing to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training.	High	Application Form/Interview
6. SPECIAL CIRCUMSTANCES		
Be able to drive and have access to a vehicle for business use for which the agreed MCC mileage allowance will be paid	High	Application Form

Should you require any further information regarding this post, please contact:
John McConnachie , Training Lead Tel: (0788 69 89 703)

Closing Date: 12 Noon on **(Insert Date)** 2016