

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Regional Training and Development Co-ordinator	JEID	MO322
Salary Grade:	Grade J		
Team:	Central England Trading Standards Authorities		
Service Area:	Trading Standards		
Primary Location:	Old Budbrooke Road Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Regional Policy Co-Ordinator		
Responsible for:	N/A		

Role Purpose

To deliver the implementation of a Learning and & Development programme at regional level. Including the design, development, or commissioning of learning and development interventions to assist CEnTSA and member authorities in achieving their objectives. Responsible for achieving financial targets and ensuring that training and development is delivered in line with policy and the financial strategy of the partnership. Provide administrative support as required.

Role Responsibilities

- To deputise for the Regional Policy Coordinator as required.
- To liaise with CEnTSA Management Board Members, Strategic Leads, Project Lead Officers and member authorities to identify training needs and develop programmes that are aligned with the organisation's objectives.
- To present the annual training programme to Management Board including the financial implications of delivering that plan. To provide regular updates as required and advise on any implications on the overall financial aspirations of the partnership.
- To manage the delivery of training and development interventions that meets the financial aspirations of the partnership and in accordance with the principals of value for money.
- To liaise with the accredited qualification body responsible for the Trading Standards

Qualification Framework to deliver training modules inline with contractual obligations agreed between CEnTSA and the Chartered Institute of Trading Standards (CTSI).

- To manage the day to day delivery of the training function including, identifying appropriate training organisations and venues, negotiating fees and charges, advertising and booking, and course delivery.
- Management of evaluation processes and quality data.
- Processing payments and invoices to and from training providers, local authorities, venues and catering providers. Forecasting and reconciling grants, payments and income. The development of pricing models to ensure competitiveness with training providers.
- To promote CEnTSA training services to other regional groups and organisations.
- To co-ordinate and process Partnership subscriptions, all orders and payments including external grants and payments to local authorities on behalf of CEnTSA Local Authorities and the financial process.
- Lead responsibility for arranging the booking and organisation of CEnTSA Management Board and regional tasking group meetings and other CEnTSA events.
- To attend and provide administrative support to a variety of regional strategic meetings, including distributing agendas, reports and taking minutes.
- Update and facilitate the development of the CEnTSA website to ensure the site meets the needs of the partnership, complies with GDPR requirements and is kept up to date.
- To produce a quarterly regional newsletter highlighting new initiatives and Local Authority successes from across the region.
- Maintain and develop administrative filing systems for all relevant information, presentations, project reports, consultation responses etc and to ensure they meet the requirements of the Partnership.
- Be aware of and ensure compliance with the following and WCC expected behaviours:
 - Health and Safety practices set out in the Department's Health and Safety manual;
 - Departmental and County Council Customer Awareness Policies;
 - Service Quality Assurance Systems;
 - Equal Opportunities policies and procedures.
- WCC expected behaviours are:-
 - Do what we say
 - Be the best we can be
 - Move with purpose and energy
 - Build strong working relationships
 - Focus on solutions not problems
 - Help people and communities find their own solutions
- To carry out any other related duties which are commensurate with the grade of the post and which may be required from time to time.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Mathematics and English Language Grade C or above or equivalent.	A,I,D
Excellent written and oral communications skills.	A, I
Experience of working in either training and development, or workforce development, or in the education sector (higher / further / adult / or continuing education), or in education training and development in the public or independent sectors, demonstrating the full range of competences required for the post.	A,I,D
Ability and evidence of Project management skills and processes.	A, I, D
Experienced in dealing with a range of Stakeholders at all levels including strategic managers, external agencies and developing partnership working.	A, I
Capable of liaising with a wide range and level of people by building and maintaining good working relationships.	A,I
Self-motivated and organised, including the ability to work independently, understand matters quickly, work on own initiative, review and prioritise own workload to ensure that appropriate deadlines, timescales and standards are met.	A,I
A consistent, accurate and thorough approach to work with the ability to remain calm under pressured situations and deal with changing priorities.	A,I
Practical working knowledge and experience of Microsoft IT applications, including e-mail, websites, communicating via social media, presentation software and evidence and ability of Project Management.	A,I,T
Negotiating and influencing skills especially in relation to event management.	A,I
Ability and experience of taking accurate minutes of meetings and writing concise summaries for distribution.	A, I,
Evidence of financial administration experience.	A, I, D
Ability and evidence of proficiency in word-processing including design and layout of documents.	A, I, T
Ability to process, maintain and report various types of information.	A,I, T
Ability to maintain systems and review procedures for the storage and retrieval of information.	A,I
Ability to demonstrate a confident, flexible and pragmatic approach to work.	A, I
Reliable and trustworthy, appreciating the importance of maintaining confidentiality as appropriate.	A,I
Willingness to learn and undertake appropriate training	A,I

Ability to access a range of premises, as the post holder may be required to travel around the Country and may be required to work outside normal working hours from time to time.	A,I
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Desirable Criteria

Assessed By:

Educated to A level, diploma or degree or level.	A,D
A background in or knowledge of Trading Standards is desirable but not essential.	A,D
Experienced in the planning and facilitation of training.	A,I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching

<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	