JOB DESCRIPTION

JOB TITLE: Training manager

GRADE: Grade 4

NO OF POSTS: 1

DIVISION: People

SECTION: Cityserve

1.0 JOB PURPOSE

1.1 To assist with the development of the organisation through the implementation of planned training programmes, on the job training and the introduction of new concepts and systems. (The major part of this being area based).

1.2 To assist with the development of staff to facilitate the service provision and thus achieve their potential in support of the organisation.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To assist with, or carry out, area based training as directed.

2.2 Induction training of newly appointed unit supervisors and relief unit supervisors, as identified by the Client/Operations Manager.

2.3 To assist, as required, with the preparation and delivery of training sessions away from the workplace.

2.4 To assist with the implementation of organisational change, revisions in service delivery and new concepts/systems within any establishment.

2.5 To carry out on the job training linked to specifically identified needs.

2.6 To assist with the maintenance of training records.

2.7 To be fully conversant with all relevant current legislation.
2.8 To be fully conversant with all organisational policies and procedures.

2.9 Such other duties as may be commensurate with the grade and nature of the post.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Business Development Manager

3.2 LEVEL OF SUPERVISION

1. Left to work within established guidelines subject to scrutiny by supervisor.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

<table>
<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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*Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

*Further grading progression will be dependent upon:

5.1 Demonstrating a full knowledge and understanding of all aspects of the work.
5.2 A minimum of 12 months in post.
5.3 Becoming qualified in the City & Guilds 730 Adult Teaching Certificate (or equivalent).
Person Specification

Post: Training Manager
Grade: 4
Division: Section: Cityserve
Directorate: People

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview;
T. = Test or Exercise; C. = Certificate; P. = Presentation.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications</strong>&lt;br&gt;NB: Full regard must be paid to overseas qualifications.</td>
<td>Intermediate Food Hygiene Certificate or equivalent.</td>
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<td>City &amp; Guilds 730 Adult Training Certificate/PTTLS, NVQ Assessor or equivalent, Craft Trainer Award</td>
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<td><strong>Experience</strong>&lt;br&gt;(Relevant work and other experience)</td>
<td>Knowledge and experience of large-scale, catering operations to include excellent practical cooking and presentation skills. Experience of developing people</td>
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<td><strong>Skills &amp; Ability</strong>&lt;br&gt;e.g. written communication skills, dealing with the public etc.</td>
<td>*Delete if not applicable An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016.</td>
<td>I</td>
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<td>Ability to train others on an individual or group basis to a required standard. Ability to communicate effectively with all levels of employees. Ability to organise workloads. Ability to interpret relevant policies at unit level. Ability to maintain accurate records. The ability to deliver revisions in service delivery.</td>
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<td><strong>Training</strong></td>
<td>Willing to attend training courses to enhance job</td>
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<td>skills</td>
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<td>Other</td>
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<td>To understand and be committed to the practice of equal opportunities. Knowledge of legislative requirements relating to the catering environment. Commitment to support the Investors in People initiative. A flexible approach. Full driving licence and vehicle.</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.