

Job Description

COMPANY:	TT2 Limited
DIVISION:	Assurance
POST TITLE:	Training Lead
GRADE:	T6C
RESPONSIBLE TO:	Safety and Assurance Manager

JOB PURPOSE: Reporting to the Safety and Assurance Manager you will be responsible for the day-to-day creation, oversight & delivery as required of site-wide training activities against a set framework of internal competencies, ensuring that our colleagues are up to date with all external legislative requirements and internal training standards. You will lead a virtual training team to help TT2 achieve its overall vision of becoming 'The Number 1 crossing for the Tyne by Road'.

MAIN DUTIES: The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

General

- Develop the overall site training strategy.
- Determine, lead and manage all on-site training activities.
- Planning, organisation and when required the delivery of development activities, including on the job and off the job training.
- Develop and manage relationships with external training providers.
- Identify best practise from industry peers and introduce as appropriate into the business.
- Develop a competence framework and oversee its implementation.
- Sourcing of appropriate training across the business to deliver cost effective training solutions within the agreed training budget.
- Work with the relevant departments to designing and develop training programs to meet the business need.
- Mapping out training plans and schedules, for both internal and external training to ensure all staff skills and competencies are up to date.
- Provide guidance to the management team on training related issues.
- Provide coaching and support to site trainers and the virtual training team on training queries and programme developments.
- Promote an environment of collaboration and cross-functional working within the virtual training team.



- Create, develop and report on a suite of training KPIs and collate all required information.
- Create and develop a common training brand and standardise all training materials across the business.
- Determine a suitable training database system and oversee its implementation.
- Ensure all training records are up to date and are recorded on the training system.
- Ensure the training skills matrix is kept up to date.
- Work with department managers to carry out a training needs analysis for business areas to ensure skill sets are up to date and meet the business need.
- Evaluate training performance and effectiveness to help drive future business improvements.
- Manage the apprentice program across the business.
- Day to day direction of the Training (Office) Apprentice.



Person Specification	
Competency / Performance Driver	Technical / Professional Expertise
<p>➤ Dedication Strive to create and innovate on a daily basis, always looking to improve organisation performance, an ambassador for health, safety, quality, environmental and training issues.</p> <p>Leads by example, shows a can-do attitude and believes in challenging and developing ourselves.</p> <p>➤ Teamwork Works together as part of a virtual team with a wide range of stakeholders to achieve a common goal with an attitude of continuously improving to produce exceptional results.</p> <p>➤ Respect Recognises the contributions and input of all members of the team and believes that through mutual trust and constructively challenging we will gain the respect of others and achieve more as a business.</p> <p>Integrity</p> <p>➤ Works with other team members in spirit of honesty and integrity. Delivers on promises and expects others to do the same. Will always do the right thing, be ethical and proud to say so.</p>	<ul style="list-style-type: none"> ❖ A Professional Training / Learning & Development qualification. ❖ Have at least three years' experience working in a similar training position. ❖ Proven ability to devise and implement improvement programmes. ❖ Co-ordination and support of cross-functional virtual team built to support the delivery of training objectives on time and within any pre-determined budget. ❖ Proven leadership ability. ❖ The ability to design, develop & deliver training content. ❖ Good knowledge of training management systems. ❖ The ability to evaluate & measure training compliance. ❖ A clear, articulate & confident communicator with an engaging and influential approach. ❖ Ability to deal with all levels of staff and management and demonstrate high levels of influencing skills. ❖ A team player who contributes beyond the immediate functional responsibility. ❖ Flexible and approachable, remaining good-humored even under pressure. ❖ Proactive with a deep-seated commitment to continuous improvement. ❖ Highly analytic, determining the relevant metrics and their measurement to assess training performance. ❖ Good IT skills especially for analysis and reporting of trends.

