

# Training and Development Officer

## Job Purposes & Core Details

### To:

1. Work to the organisation's aims and values – Because People Matter – and promote the citizenship of the colleagues and people we support.
2. Deliver training to staff working for Turning Point Scotland's services and in so doing contribute to the provision of the highest possible quality of social care support across a variety of disciplines.
3. To identify learning and development needs at individual, service and organisational level at various locations throughout Scotland in conjunction with the Training and Development Manager and local managers.
4. To design and deliver appropriate learning and development responses to respond to regulatory, organisational and service user needs.
5. Working with the national training team, to participate in and contribute to the design, delivery and evaluation of training courses, both locally and nationally.
6. Working with services and people we support, complete training needs analyses as required.
7. To contribute to the creation, updating and maintenance of existing course training materials, both online and in face-to-face environments.
8. Undertake CPD (continuous professional development) and use appraisals and supervision fully.
9. Undertake any required qualifications, training and/or professional registration relevant to the role as required.
10. undertake any other duties or responsibilities as may be deemed appropriate to the post by the Training & Development Manager.

## Main duties and responsibilities

- To work with the training manager and services, supporting training, learning and development opportunities to enable the organisation to meet its targets for local training
- To work with service and line managers around training solutions and advise on learning and development opportunities
- To co-ordinate delivery of the company's training strategy at local levels, including the delivery of vocational qualifications
- To contribute to the advancement of the organisation's targets for SSSC registration
- To develop networks with other providers of services, including external training providers
- To work with local managers to participate in and contribute to the formulation of an annual training plan
- To ensure that all training, learning and development interventions meet Turning Point Scotland quality standards
- To ensure training department quality audit requirements are met as required.
- To maintain an awareness of relevant developments within the wider social care sector and their impacts on training
- To maintain a commitment to your own learning through attendance at relevant external training and development opportunities as identified.

## **Administration**

- To ensure that all course materials are prepared in advance
- To provide reports on training activity and performance as required by the Training and Development Manager and wider strategic leads.
- To adhere to all administrative processes, including the collation of feedback and evaluation as required by the training and development team and wider TPS functions.

## **Values**

- Must be able to demonstrate an understanding and commitment to the values that underpin social care and the work of TPS focussing on inclusion, person centred approaches and citizenship.
- Must be able to demonstrate an understanding of the need to maintain professional boundaries.

## **Person Spec**

### **Education and Experience:**

- A recognised professional qualification in nursing, social work or a related care discipline with post qualified experience
- Experience of working with adult learners in training or coaching role
- A personal training and development portfolio which evidences an awareness of current issues in the health and social care sectors and a commitment to stay abreast of practice developments

### **Knowledge, skills and abilities**

- Knowledge of person centred planning approaches
- Ability to work to tight time scales and to use time effectively
- Knowledge of the regulatory compliance requirements in regard to service delivery.
- Ability to work long periods of lone working and also as a team member.
- Ability to communicate clearly and concisely, orally, in writing, in presenting and delivering training material
- Ability to form positive working relationships with service users, colleagues and other stakeholders
- To be able to work in a non – discriminatory way.

### **Additional requirements**

- To have a strong working knowledge of MS Word, Excel, Access programmes and Power Point
- To have access to a car and possess a full driving licence
- To work outside standard office hours as required
- Overnight stays may be required on occasions

### **Other skills and knowledge**

- Have an understanding of the wider social care framework and experience of interaction with services working with the people we support.
- It would be desirable to have experiencing working with the creation and development of digital and e-learning solutions.

**Health and Safety**

- To work with the Health and Safety Manager to support staff training to the required standards in the management of risk within services as required.