



## Training & Development Co-ordinator

*Job description*

### Job Profile

<b>Position Title:</b>	Training & Development Co-ordinator
<b>Company Background:</b>	ABEC is an Energy and Building Management System Specialist carrying out new Installations & Projects, Maintenance and Energy Management Services. This is a fast-growing company with a turnover of circa £16M with offices in Tewkesbury and Wokingham, consisting of over 70 staff and a network of sub-contractors and suppliers with ambitious plans to grow considerably over the next five years.
<b>Purpose of the Role</b>	As the Training and Development Coordinator, you will work closely with the HR Manager to ensure the delivery of training across all staff within ABEC. You will be a key member of the HR team and will build a culture where continuous learning is valued, where employees feel empowered to develop their skills to the best of their potential.
<b>Division/Department:</b>	Human Resources
<b>Location:</b>	Wokingham Office
<b>Reports to:</b> <b>Title:</b>	Emma Birch HR Manager
<b>Salary &amp; Benefits:</b>  <b>Probationary Period:</b> <b>Performance Review Date:</b> <b>Type of position (FT, PT, apprentice etc):</b>	TBC per annum basic salary + up to 10% on achieving objectives 6 months' probation Full time

<b>Hours of work:</b>	Core hours are 8.45 am – 5.15 pm, Monday – Friday (Full Time) 37.5 per week.
<b>My duties and responsibilities in this position are:</b>	
<ul style="list-style-type: none"> <li>➤ Supporting the HR team in the execution and delivery of the annual learning and development plans (PDP); supporting the Managers in the identification of learning and development needs across the business</li> <li>➤ Manage and arrange all staff training as required, based upon individual department and business wide training needs.</li> <li>➤ Research and manage the implementation of a new LMS (Learning Management System) software system for all ABEC staff.</li> <li>➤ Working closely with the HR Manager to support the recruitment of trainee staff via various channels (universities, colleagues, ex-military etc.).</li> <li>➤ Maintain, implement, and enforce procedures to meet professional body requirements</li> <li>➤ Ensure all training is delivered to a timetable agreed</li> <li>➤ Own and keep up to date all the training matrix and all training records.</li> <li>➤ Own and manage all the technical staff grading development matrix and grading changes in collaboration with the line managers.</li> <li>➤ Identify areas of concern and put rectification plans in place with the operations team</li> <li>➤ Gather feedback to continually improve offering</li> <li>➤ Support and develop the induction training programme for all new joiners.</li> <li>➤ Work with the managers to design a 12-month training framework plan for all new BMS Trainees who join.</li> <li>➤ Management of external suppliers and training providers, book and manage all training.</li> <li>➤ Liaise with Service Co-ordinators with regards to all training courses booked and to be logged on Job Logic. In addition, liaise with the Contract managers/Service managers for the contracting and special projects staff when booking training.</li> <li>➤ Share training and development feedback annually before the formal annual appraisal with all Supervisors/Line Managers for input into the individual’s appraisal.</li> <li>➤ Manage the training and development log on People HR and ensure all data and certificates are uploaded.</li> <li>➤ Communicate and set clear processes and procedures for how the technical training is managed and provided.</li> <li>➤ Other ad-hoc duties as and when required to support the HR and Training function for ABEC.</li> </ul>	
<b>Results required for this position:</b>	
n/a	
<b>Standards required for this position:</b>	
<ol style="list-style-type: none"> <li>1. I will always demonstrate the ABEC Core Values.</li> <li>2. I will continually strive to achieve my objectives.</li> <li>3. I will always be a strong advocate for ABEC.</li> <li>4. I will adhere to the highest standards of ethical and professional behavior.</li> <li>5. I will role model and adhere to the policies and procedures I create for the business.</li> </ol>	

**I have the following knowledge and experience which is needed for this position:**

1. Previous experience of working as a Training Co-ordinator
2. Experience of working with LMS software.
3. Fluent with Microsoft Excel and Word
4. Excellent communication skills.
5. Able to adapt well in a fast-paced working environment.
6. Strong customer service mind set, attention to detail and good prioritization skills
7. Good project management and multi-tasking skills
8. Work with confidence and have fantastic communication skills
9. Ability to complete full training cycle
10. Be organised and able to work well under pressure
11. Have the willingness to learn and make a difference

**I have the following skills and qualifications needed for this position:**

1. Graduate degree or equivalent
2. Proven track record working with senior managers and key stakeholders
3. Experience of working as a Training Coordinator
4. Experience of supporting Senior Managers.
5. Excellent Microsoft package skills (word, Excel, Outlook, Power Point)
6. Excellent organisation and people skills.

**Other/special requirements for this position:**

n/a

