

JOB DESCRIPTION & PERSONAL SPECIFICATION

General Information

Job Title:	Training & Development Officer – Permanent Position
Location:	Bryson Recycling, Central Park, Mallusk (& occasional travel to other depots)
Accountable To:	Health , Safety and Quality Manager
Hours:	40 hours per week
Remuneration:	£30,000 - £32,999 / annum (depending on experience)

Job Purpose:

- To develop, design, maintain and deliver a comprehensive in-house Learning & Development service for Bryson Recycling
- Ensuring effective training is developed and delivered to meet regulatory requirements across all regions and to meet the business needs
- Conduct Training Needs Analysis and develop skills matrices
- Review and assess training delivered, both internally and externally, ensuring that training is effective and value for money
- Work collaboratively with other parts of the Bryson Group and external bodies to develop apprenticeships and opportunities for staff development
- Work with management to plan and deliver staff development and progression training
- Continually improve training content, taking account of best practice and business growth
- To produce reports for Directors and management on training and development and performance of the company and its individual departments
- Occasional travel to other Bryson recycling locations to deliver and review training
- A commitment to personal and team growth and development including attending relevant training as required
- Any other duties that may reasonably be required and are appropriate to the post.

Key Competencies:

- Delivery focus: Committed to delivering what is promised, ensuring that results are on time, on budget and to agreed quality standards.
- Communication: Communicating clearly, concisely and with a passion to persuade and influence, while also seeking feedback, listening, and demonstrating understanding of others' viewpoints.
- Integrity: Acting as a role model for others by demonstrating professionalism, personal commitment & dedication, integrity & honesty.
- Personal Development
- Continuously reviewing and improving personal skills, seeking opportunities that stimulate personal development and growth.
- Flexibility
- Taking a flexible approach, revising plans and decisions in the light of new information and changing circumstances, dealing positively with organizational change.

Person Specification

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The panel do reserve the right to also enhance the shortlisting criteria and apply any number of the desirable criteria.

Interviews will take place week commencing 31st May 2022 Part of the selection process will involve a presentation to the panel.

Criteria	Essential	Desirable	Assessment Method
Qualifications / Education / Knowledge	A 3rd level qualification in a relevant subject and at least 2 years relevant experience Or 5 GCSEs and at least 4 years' full-time experience (or part time equivalent) Competent with the use of IT, in particular Microsoft Excel, Word and PowerPoint.		Application form
			Application form
		Experience of working with Litmos and E-Learning packages is desirable	Application form
Requirements – Circumstances	Access to a form of transport is essential Willingness to undertake travel including overnight stays.		Interview Interview