

## JOB DESCRIPTION

<b>Job Title:</b>	Training Advisor	<b>Grade:</b>	SG7
<b>Department:</b>	Engineering & Science	<b>Date of Job Evaluation:</b>	
<b>Role reports to:</b>	Faculty Operating Officer		
<b>Direct Reports</b>	N/A		
<b>Indirect Reports:</b>	N/A		
<b>Other Key contacts:</b>	Director Of Partnerships and International, Industry Link Tutor, Apprenticeships Programme Project Manager		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

### **PURPOSE OF ROLE:**

The University of Greenwich, along with partners, Kent County Council, MidKent College and the Tavistock Institute, have recently won a grant from the European Union Interreg 2Seas fund to deliver the Building Human Capital 21, (BHC) 21 project.

The aim of the project is to get long term, low skilled unemployed into semi-skilled employment by providing them with support in the form of industrial skills training in a college setting and work experience in an industrial setting where the skills learnt on the college will be applied in industry. In addition to this support, the trainees will also be given additional support through coaching to support them in making the necessary adjustments required by the new regime.

The aim is this holistic approach will increase the success rate of the trainees' development and the take up rate of the trainees by the businesses post project.

The role holder will contribute to the Faculty's delivery of the BHC21 project, providing leadership with regard to the project's key targets of identifying suitable placements in industry. This person will be responsible for activities promoting the project within the local business community and signing up businesses to be part of the project, offering placements for suitable trainees.

They will work with the businesses to identify and develop placements, ensuring a good match between the companies' needs and the supplied trainees.

The role holder will advise organisations on their training, development and upskilling needs and in particular, on the delivery of the work based training associated with the BHC21 project and other Faculty of Engineering and Science work based programmes, providing ongoing support for both the companies and trainees.

The role holder will assist with the administration of the BHC21 project.

This is a high-profile post with the challenging task of bringing together the education, business and low and semi skilled communities. The post-holder is likely to have had experience in training staff and / or supervising staff in an industrial 'shop floor' context.

**KEY ACCOUNTABILITIES:****Team Specific:**

- Engage directly with the business community in order to deliver the BHC21 project's objectives; researching the business community to establish where opportunities lie in relation to the project's aims and develop a proposal for targeting these businesses.
- Liaison with other BHC21 partners
- Identify the training and development needs of the businesses and facilitate that training within the context of the broader Greenwich portfolio of part-time and apprenticeship programmes
- Attend local and regional networking events, to identify businesses who have a training requirement
- Preparing and making presentations to external audiences to promote the project's aims and more broadly training in the workplace in general
- Mentor and advise businesses on the delivery of training in the workplace
- Assist line managers / mentors to solve specific training problems
- Liaise with industry to identify and train industry mentors / trainers as required
- Mentor, advise and monitor the progress of trainees
- Work collaboratively with colleagues to support the development of wider relationships and contacts with industry and businesses
- Ensure records are up to date and accurate on the University's systems
- Keep up to date with developments in training and where appropriate, any statutory requirements relevant to the provision

**Generic:**

- To network with key stakeholders and promote the BHC21 project
- Promote the University's academic expertise externally, attending relevant local, regional and national networking meetings and events
- Such other duties, commensurate with the grading of the post that may be assigned by the line manager or their nominee

**Managing Self:**

- N/A

**Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon

Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible

- The role holder will be required to visit businesses in Kent and Medway and so willingness to travel locally and flexibility are essential

#### **Additional Requirements:**

Undertake any other duties as requested by the [e.g. PVC, FOO etc.] or their line manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Faculty of Engineering & Science delivers the required level of service.

#### **KEY PERFORMANCE INDICATORS:**

- The implementation of all actions assigned by the BHC21 project in a timely, effective and appropriate manner
- The development and maintenance of excellent working relations with key stakeholders, including staff and those at external organisations

#### **KEY RELATIONSHIPS (Internal & External):**

- Internal: School of Engineering; School of Science; Faculty Apprenticeship Office; Greenwich Research and Enterprise Education; Finance staff
- External: Decision makers in businesses; Local/regional business groups and networks such as Chambers of Commerce; Interest groups and their members relating to local business and enterprise; BHC21 partners

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Significant experience gained through working in a technical / skills training and development role is essential</li> <li>• An in depth understanding of industrial culture, processes and practice</li> <li>• Experience of working to tight</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of teaching Level 3 and undergraduate learners</li> <li>• Experience of working in and / or with an HE / FE provider</li> <li>• Experience of delivering / managing apprenticeships would be a distinct</li> </ul>

<p>deadlines</p> <ul style="list-style-type: none"> <li>• Experience and confidence in liaising and networking with business and industry at senior management levels</li> <li>• Excellent administrative and organisational skills</li> <li>• Demonstrable commitment to Widening Participation and social mobility</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal and negotiation skills, exemplary communicator both written and verbal</li> <li>• Good IT skills and in a range of software packages, including MS Word, Excel, PowerPoint and CRM's</li> <li>• Strong team player</li> <li>• Ability to work on own initiative with minimum of supervision</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A level 4 qualification or above in a technical or managerial subject</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity</li> </ul>	<p>advantage</p> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Full UK Driving Licence</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
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