Training co-ordinator (Calne)

Hills Municipal Collections Limited (HMC Ltd) requires a training co-ordinator to join the team in Calne.

Due to the award of a major new waste contract, a new position within HMC Ltd has arisen. The main purpose of the role, which reports to the newly appointed contract manager, is to assess the operational training and development needs within HMC Ltd. The post holder will be required to develop, deliver or facilitate the delivery of and administer any required operational training programs for supervisors and front line staff. In addition, to ensure that all staff within the business area have the requisite skills, knowledge, practical skills and motivation to undertake their roles safely, efficiently, and effectively.

The main focus of the position is:

- To identify operational training and development needs within Hills Municipal Collections through job analysis, appraisal schemes and regular consultation with managers and supervisors
- To develop and implement training programs where identified
- To deliver Train the Trainer/tool box talks sessions delivered
- To keep abreast of best practice and amend and revise training programs as necessary, in order to adapt to changes in legislation or other factor impacting on the work environment
- To ensure that statutory training requirements are delivered and recorded
- To produce training material / manuals and to ensure the training and skills matrices are regularly maintained and up to date
- To assist in the preparation of the training budget and to manage against budget once approved
- To have an understanding of e-learning techniques, and where relevant, be involved in the creation and/or delivery of e-learning packages.

Please contact the Hills recruitment hotline on 01793 781199 for an application form or email your CV to join@hills-group.co.uk, quoting the vacancy reference HGL850.

The Hills group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.

www.hills-group.co.uk