



Training Co-ordinator

Hills Municipal Collections is looking to recruit a Training Co-ordinator at our Sands Farm Facility in Calne.

Reporting to the Collection Contract Manager, you will be responsible for ensuring that employees have the requisite skills to undertake their roles safely, efficiently and effectively.

Responsibilities of the role include:

- Working with managers, supervisors and the health and safety team to identify training and development needs
- Scheduling and delivery of refresher and induction training to employees
- Development and delivery of training programs and tool box talks including manuals when needed
- Co-ordination of training feedback to enable continuous improvement
- Assisting in the preparation of the training budget
- Research and recommendation of new training methods using your understanding of e-learning techniques and where appropriate being involved in their creation.

Please email your CV to join@hills-group.co.uk quoting the vacancy reference HGL1261.

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