

JOB TITLE:	Design & Records Trainer
REPORTING TO:	Design & Records Development & Standards Manager
DIRECT REPORTS:	New Starters – Management Discretion
JOB LOCATION:	Woolpit
JOB PURPOSE:	To equip staff with the knowledge, practical skills, and motivation to carry out work-related tasks. To deliver training to the Design & Records Office Staff and to assist the Design & Records Training Manager with the ongoing, long term improvement of employees' skills, enabling them to fulfil their potential within the department. The Design & Records Trainer will provide multi utility design and technical support to the business and its partners.

Responsibilities

- Development Programmes
 - Assisting the Design & Records Development & Standards Manager with the design and expanding of the existing training and development program based on the needs of the Design Team and individuals, through job analysis and regular consultation with the Design Management Team.
 - Assisting the Design & Records Development & Standards Manager with managing and delivering the training and development program and devising a training strategy for the Design Office.
 - Understand e-learning techniques, and where relevant, being involved in the creation and/or delivery of e-learning packages.
 - Assisting with the creation of training materials for in-house courses.
 - Amending and revising programs as necessary, to adapt to changes occurring in the work environment, changes in process and regulations as advised by the Design management team, and through continued evaluation of the training and development programs.
- Performance Tracking
 - Monitoring and reviewing the progress of trainees through questionnaires and discussions with the Design & Records Development & Standards Manager.
 - Ensuring that all the training requirements and development of individuals is confidential and only to be discussed with the Team Leader, Design Manager and/or Design & Records Development & Standards Manager. That all records are kept secure and maintained in accordance with business process.
 - Undertake audits as determined by business need and collate data and reports in-line with current business requirements.
- Systems Development
 - Assisting the Design & Records Development & Standards Manager on testing new design systems and their roll out to the design staff.

- Assist in identifying the development and use of system/databases to manage customer requirements to facilitate all aspects of training.
- Collaborative Working
 - Helping Team Leaders and the Design Management Team solve specific training problems, either on a one-to-one basis or in groups.
 - Working in a team to produce programs that are satisfactory to all relevant parties in the Design Office, such as line managers and senior managers.
 - Maintaining a professional attitude.
- To undertake other administrative tasks as reasonably requested by the Design & Records Development & Standards Manager.

Person Specification

Criteria	Essential	Desirable
QUALIFICATIONS	recognised training qualification, such as TQUK Level 3 or equivalent.	Be qualified as an Engineering Technician registered with an appropriate engineering institution or working towards registration, and have maintained a competence portfolio of own skills, training, and experience.
EXPERIENCE/ KNOWLEDGE	<p>Have experience in developing training materials to QCF Level 3 Education and Training standard.</p> <p>Have a working knowledge of current Legislation, Technical Standards & Specifications, Codes of Practice and Recommendations, relating to the design of Multi Utility Systems and the requirements for the technical records.</p> <p>Be aware of the safe design and operational management in the flow of gas and water and the transmission of electricity as identified in Company procedures. As well as the safe design and operation of fibre networks.</p> <p>Be capable of preparing Company procedures to reflect legislative and industry practices.</p>	<p>The incumbent should have general knowledge of utility networks.</p> <p>Use of GTC Portals and CAD experience.</p>
ABILITIES/SKILLS	<p>IT literacy with proficiency in MS Word, Excel, and PowerPoint.</p> <p>Highly organised.</p> <p>Ability to manage workload and ensure deadlines are met.</p>	GIS Knowledge

	Resilient. Attention to detail. Ability to multi-task. Remains calm under pressure. Excellent communication skills- verbal, written and numerate.	
EMPLOYEE LEVEL	Team Member (non-managerial)	