



JOB DESCRIPTION

Post	Senior Training Officer
Reporting to	Head of APSE Training
Grade	SCP 27 - 35 Plus PRP
Post Purpose	To provide support to the Head of Training across the broad spectrum of training design, training delivery and training co-ordination undertaken by APSE's training arm.

Key Responsibilities

1. Undertake direct training design, development and delivery, online and onsite, including in-house training for specific clients or groups of clients or for open/public training as required by the Head of Service
2. Support the strategies, service planning, delivery and work programme of APSE Training, as directed by the Head of Training
3. Work alone and within teams delivering a range of lifelong learning opportunities for clients including, client liaison, account management, performance targets, training needs analysis, course design, training delivery, training evaluation, and reporting for both in-house and public/open courses, online and onsite
4. Provide management, co-ordination and support to a growing pool of Associate Trainers
5. Operate and communicate at all levels within Local Authorities to promote the service and build relationships with current and potential clients
6. Monitor and report on training activity, providing intelligence which assist the Head of Training in shaping the service
7. Present proposals and findings clearly and concisely in both written and verbal form
8. Work on own initiative to actively seek and secure work for APSE Training
9. Prioritise work on a day-to-day basis to ensure outputs are delivered in line with client requirements and to the agreed standards
10. Work at all times within the policy framework and ethical policies of APSE and to APSE's training delivery standards
11. Ensure the consideration of equality and diversity issues within all aspects of the position, but particularly in service planning, interacting with team members and customer care activities
12. Comply with APSE's existing policies in relation to Investors in People (IIP), ISO 9001, ISO 27001 and ISO 14001
13. APSE's National Council may specify other duties and responsibilities within the broad framework of this job description

Key Tasks

1. Support the implementation of APSE's Business Plan, APSE Training Service Development Plans and associated targets
2. Manage associated services provided by APSE Training including training development, delivery and evaluation
3. Deliver direct training and learning outcomes, including online and onsite working, as required
4. Ensure all expenditure reconciliation and client invoicing is kept up-to-date and to respond, as appropriate, to direction from the Head of Training in respect of variations to the usual priorities or billing arrangements for all areas of work
5. Keep accurate records, monitor and report on activity within the training service, as directed by the Head of Training
6. Stay up to date on training software packages and be able to utilise appropriate tools and techniques to suit the method of training delivery
7. Respond to client enquiries and submit or contribute to the submission of tenders or proposals
8. Review training proposals, materials, and reports before submission to the client
9. Review and monitor work carried out by trainers in delivery and development
10. Assist in the organisation and management of Annual APSE events, as directed
11. Provide detailed support to individual projects and direct training, including use of online platforms and training software, as required
12. Assist in the promotion APSE Training as directed by the Head of Training
13. Deputise for the Head of Training and contribute to the effective management of APSE Training

Other

1. APSE's National Council may specify other duties and responsibilities within the broad framework of this job description and commensurate with the grade of the post
2. The post will be located at the APSE office based in Manchester. Due to its nature, the post involves a certain amount of travelling across the UK and out of hours working, including evenings and weekends which is reflected in the grading of the post

Created: FSW – May 2021

Last Updated: FSW/LT – July 2021