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**Apex Scotland Job Description**

**and Role Profile**

**Position: Staff Development and Training Co-ordinator**

**Responsible to: Director of Operations**

**Location: National coverage, base to be agreed**

**Hours: 21 hours per week to be agreed, some flexibility may be required**

**Salary Scale: £29,806 to £31,918 pro rata per annum**

***Value Statement:***

*All employees of Apex Scotland must work within the ethos of the organisation and apply themselves as per the Organisational Qualities and Values Policy.*

**Purpose of Job**

* To create for Apex Scotland, in consultation with the Senior Management Team, a dynamic, effective and progressive workforce development structure which meets the needs of all of Apex Scotland’s personnel including non-front line staff.
* To develop, in consultation with the Corporate Management Team and Board sub-group, the workforce development strategy and its auditing processes.
* In line with the above and Apex’s strategic plan and vision, deliver or facilitate evidence based and relevant training that is of an exceptional standard and fully meets the need of all of Apex Scotland’s staff including aspects of personal well being.
* It is envisaged that some of the developments will require the post holder to work in partnership with external providers, especially for specialist provision.

**Service Specification**

* Engage with all staff areas within Apex to fully understand the requirements for each staff group, creating not just a workforce development programme, but a structure that will support our staff to develop themselves and equip them with all the tools they need to excel in their role and embrace life-long learning principles.
* Develop excellent communication and negotiation pathways, balancing staff development and support needs with operational requirements.
* Develop a mandatory induction programme that helps staff to fully understand the role they are to undertake and to provide them with all of the technical skills they will need.
* Contribute to auditing and monitoring of staff training levels, mandatory training compliance and required updates for continuing practice in collaboration with human resources.
* Maintain and further develop a training record recording system on our CRM system, ASSET.
* Develop, train and mentor appropriate staff, volunteers or peer mentors as trainers, and monitor quality.
* Deliver a dynamic evidence based training and development programme which is planned on an annual basis and allows managers to establish staff training plans in advance.
* Address issues of non-attendance at training by staff and provide appropriate staff with analysis of this.
* Access training venues as needed to encourage attendance and meet requirements of training method/numbers.
* Develop where appropriate e-learning opportunities, and promote other distance or local learning opportunities.
* Maintain an up to date knowledge of research and best practice across our service area and sector and disseminate this where valuable.
* Good working knowledge of IT and programme development software is important as is a working knowledge of data analysis and social media options.
* In terms of staff support, we insist that all legal and internal guidelines are followed, therefore the post holder will be need to demonstrate that they understand legal human resources and General Data Protection Regulations (GDPR) requirements.
* The post holder will have the ability to work on their own initiative, be self-reliant and self-motivated. We require them to be able to research and deliver evidence-based training in a way that engages staff. Excellent communication skills are essential, as is the ability to engage with staff, partners and external stakeholders and customers.

**Organisation Responsibilities and Requirements**

* As an Apex employee the post holder will represent Apex professionally at all times, including. maintaining a high standard in terms of appearance and manner.
* As a member of the Apex management group the post holder will contribute to the overall mission of the organisation and assist colleagues wherever possible to succeed in the delivery of their targets and to continue to raise standards of quality.
* Compliance with all Apex policies and procedures and adherence to all legal requirements in terms of health and safety and human resources is mandatory.

**Other**

* This post will require travel throughout Scotland therefore we require the post holder to have access to a means of transport where travel by public transport is not possible or feasible.
* The post holder will be based in Apex head office but can work flexibly from any Apex unit or indeed from home if required.

***December 2018***