



## Training and Development Specialist

### **The Role:**

The role of the Training and Development Specialist is to support the Training and Development function within Nua Healthcare Services in accordance with defined training needs of the service to ensure all employees have the required competence to deliver at the highest level for our Service Users in addition to, supporting the development of staff through the Company succession planning and management development programme.

### **Key Responsibilities:**

- Lead in the design and the implementation of training and development programmes including; Talent Review, Talent Assessment and Succession Planning
- Supporting the Director of Human Resources in devising the annual Training budget against Company needs
- Management and rollout of said Training plan against agreed budget
- Work and lead the wider HR team to embed the competency framework into all training and development programmes
- Conduct Training Needs Analysis against the needs of the business
- Help build, deliver and evaluate Top Talent, Leadership, Management and Core Curriculum programs to accelerate development capabilities in line with business objectives
- Facilitate group and 1:1 development activities where required e.g. staff supervision sessions, coaching, 360 degree feedback
- Design and deliver training to support the performance management process
- Assist in defining success measures and developing metrics/KPI's to assess the performance of leadership development initiatives and the success of programs
- Act as an advisor to the Director of Human Resources and managers across the business in all areas of training and development
- Support the continuous improvement of training and development programs by keeping up to date with best practices and new trends and developments in the area
- Conduct Training evaluation of all training to ensure effectiveness of training delivered
- Ensure all training is documented and recorded against normal Company policy
- Continuous liaising with Senior Management/Heads of Departments to identify on-going training needs to support the growth and safe delivery of our services
- Develop, deliver and evaluate in house training programmes to support the business and ensure continuous development.
- Pro-actively seek opportunities to develop employee skillset and expertise through external training and information sources.
- Ensure professional and competent delivery of an extravagant learning experience for all staff across the service



### **Management Development Programme:**

- Assume full responsibility for the creation, maintaining and delivering said programme against Company policy
- Ensure the programme is devised to meet the full competency needs of our staff against agreed Company competencies
- Ensure that the full programme is delivered against agreed budget
- Revise and update programme as required

### **ETraining:**

- Undertake direct responsibility for the administration of the Online Training curriculum using our internal e-Learning Learning Management System (LMS).
- Produce reports against compliance as required by senior management

### **Induction:**

- Implement a suitable and effective Induction programme to all new employees
- Participate in the delivery of the Induction programme

### **Build Relationships:**

- Influence and drive Continuous Improvement through creating and developing good working relationships
- Influence and establish credibility, trust and rapport with internal and external stakeholders to facilitate the accomplishment of work goals, coupled with the ability to gain commitment from others.

### **Compliance / HIQA / Regulatory Agencies:**

- Ensure training criteria is defined and adhered to the necessary regulatory agencies
- Provide regular reporting and liaising with Senior Managers/Heads of Departments on employee training needs / requirements / developments.
- Integrate compliance into daily activities and help to interpret relevant regulations and guidelines and act as an expert within the team

### **Key Competencies:**

- Genuine respect and empathy for diversity and individuality
- Responsible and mature approach to work
- Excellent interpersonal and communication skills
- Enthusiastic, proactive self-motivator
- Ability to set high personal standards of performance and delivery of desired results
- Team player
- Be consistent and fair
- Maintain standards of conduct



**Essential Criteria:**

- 3 – 5 years' experience in a similar role
- Bachelor's degree in Business, Human Resources, Training and Development or related discipline
- People management experience
- Excellent Report writing skills
- Excellent IT Skills
- Excellent Presentation skills
- Ability to work within tight deadlines

**Desirable Criteria:**

- Experience within a social care setting or related field
- Psychometrics accreditation
- Coaching qualification desirable