

Austin Reed Group

Job Description

Title: Senior Training Officer/Company Trainer

Purpose: To support and deliver training in the Austin Reed and CC Brands.

Report to: Head of Human Resources.

Date: November 2008

Accountability

- Working in partnership with the Head of HR, agree the annual training focus.
- Design where appropriate training solutions to meet the training needs of Management and Sales Advisors, liaising with colleagues in HR to share best practise.
- Partner with HR to develop training solutions for the London and Thirsk Offices.
- Deliver induction, job related and management development training to selected audiences.
- Oversee inductions reviewing the process and following up with Line Managers.
- Provide appropriate evaluation frameworks for all new training activities, interpret information and make recommendations for change.
- Ensure all materials are kept up to date and continue to meet the needs of pre-determined audiences.
- Maintain regular communication with key partners and advise on appropriate learning and development interventions.
- Liaise with the Head of HR to share ideas and discuss best practise.
- To undertake projects as required by the business.

Qualifications and Experience

- Of graduate calibre with learning and development experience ideally in multi-site retail or a fast moving service orientated environment.
- Experience in delivering training courses to a range of audiences.
- A creative and pragmatic approach to providing training solutions.
- Ideally CIPD qualified/part qualified or relevant training qualification.
- Understanding of, and experience of implementing the systematic training cycle..

Person Specification

- Pragmatic and commercially focused.

- Clear communicator, formally and informally, at all levels
- Excellent written and communication skills.
- Well-organised but flexible to changing priorities
- Able to work on own initiative and as part of a team.
- Adept at using a variety of influencing skills and techniques.
- Experience of training Sales Advisors and Management level.
- Able to build relationships at all levels across the business.
- High integrity.
- Resilient, able to work in busy environment.
- Able to travel and stay away from home when necessary