

Job Description

Job title	Regional Learning Partner - Practical Skills Team	Job family	Learning and Organisational Development
Reporting to	Practical Skills Team Leader	Job code	
Location	Remote – Midlands North South- London & South East	Evaluation Date	

Job Purpose

The role and purpose of a Regional Learning Partner is to support the geographical region to achieve excellent standards in Fire Marshal, People Handling delivery, Emergency First Aid at Work; and Basic Life Support training. The overall aim is to exceed company required standards of compliance and operations.

“To deliver effective support and inspire those around us by being learning experts, encouraging creativity and kindness in all that we do.”

Responsibilities

1. Deliver Fire Marshall training across different delivery channels including face-to-face and virtual.
2. Deliver People Handling training across different delivery channels including face-to-face and virtual.
3. Deliver Emergency First Aid at Work (EFAW) & Basic Life Support (BLS) training across different platforms (mainly face-to-face and virtual classrooms) and adapt training to the varying needs and requirements of the business.
4. Develop and maintain excellent working relationships with key contacts within your assigned geographical regions.
5. Utilise Learning Management System (LMS) data to monitor and report on compliance and subsequently use this information to plan and organise training workshops across your region/s.
6. Design and update training materials in accordance with legislation, guidance and Priory policy in conjunction with the Practical Skills Team Lead, Learning & Organisational Development Business Partner (Mandatory Coordination and Delivery) and key stakeholders to ensure needs are met and materials are available.
7. Use emerging technologies to develop training resources further to impact learning outcomes.
8. Adapt and adjust training in accordance with particular service needs and always in response to participant feedback.
9. Institute and maintain a consistent pass/fail system for course attendees.
10. Monitor uptake of your training workshops and escalate high levels of non-attendance to Site Leads and Operations Directors as necessary.
11. Work in collaboration with the wider L&OD team to effectively tackle any compliance and attendance issues in regards to your training workshops. This may come in the form of regular meetings/calls with other members of the wider team on a weekly or monthly basis.
12. Attend regular L&OD team meetings, either face-to-face or via Zoom.
13. Ensure that all administrative accountabilities are achieved to ensure the smooth delivery of the required learning for the geographical region.
14. Deliver sufficient learning events at various venues across your assigned regions to ensure that the regions remain compliant. This will require travel and the occasional overnight stay.
15. Embrace best practice, lean methods, challenge learning styles and embody Safety and Compliance.

16. Work with the Practical Skills Team Leader to effectively embed learning on sites using a competency based evaluation process.
17. Escalate concerns in respect of participant knowledge, understanding and involvement and provide feedback to the relevant management teams as required.
18. Ensure company policies are adhered to, including but not limited to:
 - Behaviours and Values
 - Health & Safety, Remote/Home Working, Working Alone, Driving for Work etc
 - Expenses
 - GDPR/Data Protection/IT Security

Knowledge / Education / Skills & Experience

<u>Knowledge</u>	<u>Essential</u>	<u>Desirable</u>
Educated to degree level or hold a recognised training qualification.	✓	
A regulated vocational or occupational qualification in First Aid and experience in training	✓	
Experience of delivering Immediate Life Support Training (ILS)		✓
Experience in Fire Marshal training. A regulated Fire Marshall Train the Trainer certificate/RQF Level 3 Health & Safety/RQF Level 3 Fire Safety or verifiable fire experience as a Fire Officer.	✓	
Manual/People Handling Train the Trainer certificate and experience in training	✓	
<u>Skills and Abilities</u>	<u>Essential</u>	<u>Desirable</u>
Planning and organisation skills	✓	
Able to multitask, prioritise, and manage time efficiently	✓	
Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)	✓	
Ability to assimilate and analyse data to organise training effectively	✓	
Develop and maintain First Aid training resources	✓	
An autonomous self-starter who will take ownership for a diverse role and use initiative	✓	
The ability to network with others	✓	

& develop and maintain positive relationships		
Articulate with good interpersonal skills and clear communication with all levels	✓	
Must be able to travel throughout your assigned regions and occasionally outside of these. Overnight stay will be required on occasions.	✓	
Full DBS Check	✓	
<u>Experience</u>	<u>Essential</u>	<u>Desirable</u>
Experience of design and delivery of training workshops using electronic, technological and traditional styles whilst presenting, facilitating and coaching.	✓	
Experience using a Learning Management System		✓
Experience of working remotely and building relationships with people at all levels across the business.		✓
Front-line emergency services experience (Paramedic, Ambulance Technician, Police Fire & Rescue or Nursing)		✓

Working Environment

This is a remote role where you will be based at home but required to frequently travel out to sites within your assigned geographical region/s and occasionally outside of your region to support sites with their training needs. The role holder must therefore have a current full UK driving licence, covered for business use on own motor vehicle.

If you are applying for this position based in the North – please be informed that you will also be required to travel to Scotland and Northern Ireland for training purposes.

You will also be required to travel to our central People Team office based in Leicester for monthly L&OD team meetings and work events.

Safeguarding

All Priory Group colleagues have a responsibility to safeguard the individuals we care for, these may be adults and children or individuals connected to the people Priory Group supports.

Colleagues must ensure they are aware of the local child and adult safeguarding policies and procedures in their service, in addition who to contact within the Local Authority Safeguarding Team for further advice.

All colleagues are required to attend safeguarding training appropriate to their role and to undertake additional training in associated areas.

Upholding the Company Behaviours

Demonstrate in this section how the role will evidence and support the Company Behaviours

Behaviour	Responsibility to evidence
Putting People First	<ul style="list-style-type: none"> • Puts the needs of our service users above all else by developing colleagues to be better
Being Supportive	<ul style="list-style-type: none"> • Support our colleagues, our service users and their families when they need us most • Demonstrates loyalty to colleagues, manager and team
Acting with Integrity	<ul style="list-style-type: none"> • Is honest and respectful in all interactions with colleagues and customers • Demonstrates emotional control • Ensures accurate recording of any transactions and interactions on all company documentation • Challenges poor performance and behaviours
Being Positive	<ul style="list-style-type: none"> • Promotes the company in a positive way at all times • Strives for positive outcomes, especially when times are challenging
Striving for Excellence	<ul style="list-style-type: none"> • Always puts service quality first • Shares and encourages innovation • Keeps on top of new developments in the sector