


Role Title	E&O Learning & Skills Development Manager					
Job Family	Business Management and Support	Sub Category	Business Management and Support	Grade	C5	
Behaviours	• Communicating and Influencing • Developing Self and Others • Delivering at Pace					
Purpose	To oversee and coordinate the Training and Development of Engineering & Operations including succession planning and talent management to ensure technical competence of all staff within the Directorate.					
Key Accountabilities						
<div><div><ul style="list-style-type: none">• Ensure duty of care accountability for all team members through line management with responsibility for compliance process monitoring for working time directive and wellbeing• Ensure that E&O staff are appropriately trained and developed to deliver safely and to a high standard• Review future plans to identify and remedy skills gaps, through development activity and resourcing, for succession planning• Management of the skills matrix for E&O ensuring kept up to date• Leading on a skills audit for E&O to identify any gaps and put in place plans to support delivery</div><div><ul style="list-style-type: none">• Work with Customer Relationships to ensure skills profiles match the profiles on Salesforce for future work• Work closely with Heads of Discipline to identify and capture training requirements for their staff• Work with the Head of Business Management to effectively allocate the E&O learning budget providing efficiencies and value for money• Work with Talent & Development to ensure cost effective learning required by E&O is in place• Work with the Technical & Skills room manager to ensure onsite technical training is planned into schedule</div><div><ul style="list-style-type: none">• Liaise with apprentice lead in Security Systems to support them with training programme for Engineering apprentices• Work with E&O SLT members to identify career development opportunities for E&O staff• Work with E&O SLT to create technical career paths for staff across E&O• Creation and management of E&O induction training to ensure always current and covers products to be delivered</div></div>						
Authority and Scope		Internal and External Communications			Potential Next Career Moves	
<ul style="list-style-type: none">• Ensure staff across E&O are appropriately developed and deployed to meet project and personal development needs• Sign off on Learning plan to provide value for money, escalating to the Head of Business Management when required• Ensure all relevant Health and Safety regulations are observed• Take action to identify, address risks and resolve or escalate• Responsible for the line management of C4 Development coordinator• Day to day management of E&O devolved learning budget• Creation and management of skills matrix linking to HERA• Education piece on HERA across E&O• Production of MI to Head of Business Management monitoring costs and attendance of training on a quarterly basis working with the KPI and assurance area• Creation of Focus groups to develop Talent and Succession across E&O• 		<ul style="list-style-type: none">• E&O Heads of areas for training requirements for staff in their teams• Head of Project Management & other E&O peers for new staff induction training for E&O products• Customer Relationships – Salesforce to understand future resource skills and requirements for skills audit• Talent & Development for Learning plan and creation of course content• Apprentice role in Security Systems to capture requirements for skills sessions• Technical trainer and skills room manager to tailor training required for skills across E&O in line with WFP• E&O SLT for decisions on skills and development issues• Line managers of staff development• Talent & Development for Technical Skills Framework and learning journeys for HERA• Procurement for Third party training providers			Head of E&O Resourcing & Skills Development Head of Business Management	
Skills		Qualifications, Knowledge and Experience				
<ul style="list-style-type: none">• Customer/supplier relationship management• Stakeholder management• Resource management• Analyse, interrogate and evaluate data• Strategic planning• Capacity planning• Facilitation• Planning and organising		Essential <ul style="list-style-type: none">• Line Management experience• Budget Management experience• Skills GAP analysis• Management of training plans and programmes• Knowledge of talent management and succession planning• 		Desirable <ul style="list-style-type: none">• Technical Grounding in at least one key discipline• Knowledge of CDM• Knowledge of FCDO Services• Understanding of H&S practices• HR policy knowledge• Working knowledge of Health and Safety regulations• 		