

<b>Role</b>	<b>Advisor – HR Talent and Development or Apprenticeship (E&amp;O Learning &amp; Skills Development Coordinator)</b>			
<b>Job Family</b>	<b>Human Resources</b>	<b>Sub Category</b>	<b>Humans Resources</b>	<b>Grade</b> <b>B3</b>



## Additional Requirements

### Purpose:

- To manage and support the Training & Development of Engineering & Operations staff.

### Key Accountabilities:

- Responsible for the day to day management of skills and training matrices for Engineering & Operations (E&O)
- Liaison with Talent & Development (T&D) to understand HERA OLM and be SME for E&O leading on the effective implementation across E&O
- Triage E&O training requests, ensuring necessary approval processes are followed and requests are compliant with FCDO Services policies and procedures
- Provide updates and KPI information on the E&O training budget via monthly reporting.
- Use MI to accurately monitor spend and forecast expenditure across the group, with approval rights for training expenses across E&O
- Oversight of E&O learning budget, suggesting opportunities for efficiencies, balancing costs against quality of training delivery
- Liaison with Technical Training & Skills Room Manager to ensure technical training opportunities are available and being utilised across E&O
- Ongoing liaison with Security Systems apprentice lead to support the delivery of appropriate training
- Input into the development of practices and processes that can be improved to increase effectiveness across E&O
- Build a fully costed training plan for E&O to support future skills development
- Implementing the professional and technical standards for all technical staff within E&O
- Understand, promote and comply with all H&S policy and standards within FCDO Services, championing Safe by Choice
- Management and maintenance of skills data audit for E&O
- Work with Programme Delivery to ensure skills information kept up to date in MSPOL
- Support the prompt and successful completion of mandatory learning across E&O providing MI to the SLT for PDR compliance
- Development of Succession Planning and technical competence of all 340 technical staff within Engineering and Operations in conjunction with the Head of Skills Development and SLT. Failure to deliver this function will prevent E&O from delivering £88m of work per annum.

### Authority and Scope:

- Day to day maintenance of E&O devolved learning budget
- Manage E&O training budget and monthly reporting, escalating to E&O Learning & Skills Development Manager where necessary
- Build a fully costed E&O training plan, adding and modifying training requirements where appropriate
- Support the introduction and implementation of HERA OLM across E&O
- Highlight new learning and development offerings on a monthly basis, ensuring teams are aware of training opportunities and dates/availability
- Manage and maintain skills data audit for E&O
- At all times, challenge all unsafe Health & Safety practices or standards within Business Management, E&O and across FCDO Services.

### Internal and External Communication:

- E&O Learning & Skills Development Manager – for any Line Management guidance and/or escalation issues
- Talent & Development – Training plan and HERA OLM
- E&O colleagues – Training plan, skills data audit, learning and development opportunities
- Training providers – training requirements and expenses
- Finance – Budgeting and compliance with processes