

ROLE PROFILE

Job Title: Health & Safety Trainer	Role Reports to: Organisational Effectiveness Manager L&E	Business Function: People	Grade: F
----------------------------------------------	---------------------------------------------------------------------	-------------------------------------	--------------------

<p>Job Purpose:</p> <p>Part of a wider team of Learning and Development and Health & Safety experts, responsible for the design and delivery of a suite of Health & Safety training courses and materials across the organisation. Following our approach to consistency and high standards, working with preferred partner to instruct them on specialist courses which cannot be delivered in-house.</p> <p>Offer advice and input around Health & Safety training needs and support the wider team with training profiles and plans, including Tool Box Talk schedules.</p>	<p>Key Competencies:</p> <ul style="list-style-type: none"> • Future Focus • Flexibility and Resilience • Developing Others • Building Relationships • Innovation • Personal Learning and Growth • Impact and Influence • Interpersonal Understanding • Meeting Customer Needs
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Key Responsibilities:

1. Responsibility for the design and delivery of a suite of in-house Health and Safety training courses which support our colleagues across the business.
2. Create engaging training content (face to face, online etc.) which inspires and enables significant shifts in ability, knowledge and behaviours which can be clearly evaluated and demonstrated.
3. Manage the production of all learning related materials.
4. Ensure that your knowledge is current and in line with best practice, and ensure that training content and supporting materials are updated accordingly.
5. Keep an auditable version control of training delivered.
6. Use new technology to ensure the best delivery method of Health and Safety training. Where face to face delivery might not be the most efficient way, recommend or design alternatives.
7. Be willing to learn, design and deliver occasional training content outside of Health and Safety, which may still sit under the banner of Organisational Compliance, for example: Policy, procedure or Safeguarding children and vulnerable adults.
8. With support from the wider team, ensure the development and maintenance of H&S training profiles for employees across the organisation.
9. Support the wider OE Team to produce a robust H&S training plans which are aligned to the needs of the business.
10. Champion the behaviours of Your Housing Group, acting as a role model for our values and our high-performance culture
11. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> Significant Health and Safety knowledge and understanding Demonstrate Continuous Professional Development in topics of Health and Safety training. 	
Skills	<ul style="list-style-type: none"> Must be able to engage people at all levels, connect with and inspire them. Ability to break down complex ideas and make them accessible and understandable to colleagues of all working backgrounds 	
Experience	<ul style="list-style-type: none"> Learning and Development experience, gained in delivering topics such as Health and Safety for managers, Manual handling, Sharps, Legionella Awareness, Fire Marshall and Personal Safety. Experience of informing training needs analysis 	<ul style="list-style-type: none"> Experience of on-line course content creation and curating. Experience in Housing and Construction sectors Experience of the delivery of IOSH (Institute of Safety & Health) accredited Health & Safety training.
Qualifications/Education	<ul style="list-style-type: none"> NEBOSH (National Examination Board in Occupational Safety and Health) General Certificate PTLLS (Preparing to Teach in the Lifelong Learning Sector)/DTLLS (Diploma in Teaching in the Lifelong Learning Sector) or similar training qualification 	<ul style="list-style-type: none"> Member of IOSH at tech level or above

People Management Responsibility?	No line management responsibility
Budgetary Responsibility?	No budgetary responsibility
Key Relationships (internal/external)	Internally: staff from all levels from Senior Leadership to front line staff. Internal Health & Safety Team Internal Learning and Development Team
<p>Safeguarding of Children Young people and Vulnerable Adults</p> <p>Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.</p> <p>As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.</p>	

Key Role Performance Indicators	
<ol style="list-style-type: none"> 1. All new training and development materials to be peer reviewed and signed off in line with the L&D quality assurance process, and existing training to be done annually as a minimum. 2. All training and development interventions delivered to receive a “recommendation score” of 97% and above. 3. All training and development interventions should meet evaluation requirements in line with our agreed evaluation methodology and should show a positive impact (exact figures agreed in line with each topic design). 4. Deliver a minimum of 1 continuous improvement suggestion per quarter which clearly demonstrates efficiencies or savings in terms of cost, cost avoidance or time. 5. Evidenced contribution to the achievement of the OE team compliance target of 90% and above. 6. All H&S training to be version controlled with evidenced session plans and knowledge tests/checks. 7. Evidence continuous H&S CPD. 8. Deliver a minimum number of H&S training interventions per week during 2018/19. 9. Have completed 100% of all mandatory required training for the role within probationary period, and be at 100% compliance with refresher courses at all times 	
Date Role Profile Created/Updated:	December 2018