

# Occupational Trainer

## **Purpose of the Role:**

The Occupational Trainer is responsible for delivering occupational learning programmes to best practice to trainees in the workplace to guarantee both food safety and legal/customer compliance.

## **Reports to:**

Operations Manager

## **Job description**

- Identify training and development needs within the organisation through job analysis, regular consultation with all managers and human resource department
- Monitoring of all new employees for training needs and set up of training matrix for facility and control of data input
- Design and expand training and development programs based on the needs of the organisation and the individual employee
- Devise individual learning plans and control of all training matrix for individual employees
- Manage the delivery of training and development programs
- Ensure that statutory training requirements are met
- Help line managers and trainers solve specific training problems, either on a one-to-one basis or in groups
- Report weekly and monthly on all training progress
- Consider the costs of planned course and keep within budgets as assessing the return on investment of any training or development program.

## **The Candidate:**

The successful candidate will ideally have some experience in a similar role in the meat and / or broader food sector with a proven track record of delivery and meet the following specific criteria

- Train the Trainer or equivalent training course complete
- Excellent communication and presentation skills.

- The ability to work on own initiative and be self organised and disciplined.
- Demonstrate an energetic, self-motivated and flexible approach in all matters.
- Proficient in MS Office and other relevant systems.

**Salary:**

The remuneration package on offer will reflect the importance of the role and the experience of the successful candidate.