

Job Description and Person Specification



Professional Development Coordinator

Salary:	£29,417 - £31,215 pa inclusive
Hours:	36 hours per week
Leave:	25 days per annum – plus public holidays plus up to 3 days Christmas efficiency closure
Reports to:	Head of HR & Professional Development
Location:	This post will initially be based at the Main Campus, Isleworth

The purpose of the post: The post will provide support to the Executive Team and be responsible for the management of all aspects of staff development and continuous professional development.

The main duties and responsibilities are to:

1. Be involved with the planning and organise college development days and conferences. Be responsible for the implementation to ensure efficient booking and communication arrangements are in place, venues are set up, trainers are briefed, materials are ready, hospitality is arranged and evaluation is carried out.
2. Be responsible for sourcing external suppliers (such as consultants, trainers, providers of online packages and other third parties) to ensure effective communication and collaboration, value for money and efficient tendering, quality assessment and compliance with college values and principles, invoicing and payment.
3. Proactively work with internal trainers and the Assistant Principal – Teaching, Learning & Quality to ensure effective communication, good collaboration and value for money.
4. Ensure, with HR the co-ordination of inductions and mandatory training for probationers is completed according to schedule.
5. On behalf of staff and managers research external training provision to book courses (internal and external) raising and issuing all relevant paperwork.
6. Be responsible for, creating and maintaining on-line systems for monitoring, tracking and reporting on CPD of the college workforce including successful completion of mandatory training.
7. Co-ordinating applications for Work Related Qualifications (WRQs), preparing paperwork for same and being part of the decision making process.

8. Take responsibility and liaise with relevant managers in preparing the staff development programme ensuring that the CPD aligns with the College Development and Strategic plan priorities. This includes health and wellbeing and all mandatory training.
9. Administer the college appraisal and collaborate with managers to ensure appraisals are carried out according to agreed schedules.
10. Ensure good “house keeping” of all CPD resources and information (paper based and on line).
11. Provide regular reports to the Vice Principal, to other managers and to executive groups as required.
12. Manage and report on staff development budgets.
13. Participate in developing and implementing good practices that support the college’s equal opportunities policies.
14. Promote a positive image of the college in all contacts with students, employers and professional bodies.
15. Adhere and comply with the college financial regulations.
16. Carry out any other reasonably comparable duties that may be required from time to time including covering for other administrative staff where appropriate.
17. Undertake additional duties at enrolment times as required, including occasional evening work.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Level 2 Certificate in Learning & Development Practice qualification or a related field, or relevant work experience
2. Ability to communicate clearly with internal and external stakeholders both verbally and in writing with a focus on:
 - ❖ co-ordinating processes for staff training and professional development
 - ❖ supporting and nurturing long-term relationships with both internal and external customers.
 - ❖ balancing the differing priorities of internal and external stakeholders, and managing expectations
3. Evidence of attention to detail with a focus on:
 - ❖ checking accuracy of paperwork which may be used for audit evidence
 - ❖ maintaining scrupulously accurate records in a database
 - ❖ ensuring timely returns in line with pre-determined deadlines
 - ❖ reporting on any incomplete or inaccurate documentation to internal and external stakeholders
4. Evidence of the ability to manage conflicting priorities with a focus on:
 - ❖ maintaining excellence and integrity under pressure
 - ❖ demonstrating effective time management skills
5. Commitment to effective team working with a focus on:
 - ❖ going the extra mile to help colleagues
 - ❖ sharing ownership of team targets
6. Evidence of the ability to work in a responsive and fast-moving area with a focus on:
 - ❖ coping with changes in own and team priorities in a positive and useful manner
 - ❖ providing creative solutions to new initiatives and priorities
7. Possess a Literacy and Numeracy qualification at Level 2
8. Willingness to undertake training and development as required within the role.
9. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
10. An awareness and understanding of equal opportunities
11. Have an awareness and understanding of the Prevent and Safeguarding initiatives.
12. A commitment to the college's values and principles

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different, social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Closing date: 14th October 2024
Reference no: 6QWP001
Interview date: 23rd October 2024

Conditions of Service

Contract:	Permanent Full time
Salary:	£29,417 - £31,215 pa inclusive Please note the salary range for this post is points 29 - 31 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 29 Where there is evidence of current earnings in excess of point 29, the applicant may be placed at the salary point higher than their current salary
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure
Hours:	36 hours per week
Probation:	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent. Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent. The extended period of probation is ensure that there is an adequate period of "normal" working during which to provide support and assess an employee's performance.
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.