



# Job Description

|                   |                      |                   |         |
|-------------------|----------------------|-------------------|---------|
| <b>Job Title</b>  | Training Coordinator | <b>Department</b> | Quality |
| <b>Reports to</b> | Head of Quality      |                   |         |

## Job purpose

To control and analyse the training requirements for all positions within LTLGS and to ensure the fulfilment of the training. To maintain the training database and personnel training files. To arrange trainers internal and external to perform the training.

The jobholder where required will support the development of new training concepts.

## Duties and responsibilities

- To develop, implement and review training plans in line with the company's strategy to meet the changing needs.
- To undertake an annual Training Needs Analysis.
- To develop an annual training calendar offering a diverse range of courses.
- Controlling and Inviting colleagues for training using reports to determine training required.
- Maintaining training records-, which will involve updating of the training records within the HR Manager database or similar system.
- To implement, review and develop a training plan for the business and interacting with departments to ensure the effectiveness of the plan.
- Work with managers and Quality department to define training requirements to fit the examination (stamp) requirements.
- Support Quality Engineers controlling Employee Authorisation process.
- Organising and administering Competence Assessments for EASA Part 145.
- Work with Human Resources and Quality to ensure training aligns with competence requirements and in line with refresher schedules.
- Arrange and schedule training with both internal and external trainers, set up and/or conduct Web Based Training and ensure full utilisation of H&S video offerings.
- To manage training bookings, monitoring attendance and all logistical requirements of training events.
- Collate and manage training Evaluation feedback as appropriate.
- To support the day to day functioning of the Quality department.
- To comply with the company's policy and practice requirements as outlined in the employee handbook including Health & Safety, Equal Opportunities and other relevant policies and procedures
- To ensure any risks are identified, responded to promptly and escalated to the Head of Quality.
- To work with the Head of Quality to ensure effective management of the company's training budget.
- Evaluate and make recommendations on training material and methodology.
- Coordinate off-site training activities for employees as and when necessary.

## Working conditions

- 5s standard
- Working within an office based environment
- 38 hours per week
- Required to hold nightshift sessions occasionally



# Job Description

## Physical requirements

This role has no physical requirements

## Direct reports

No direct reports

## Education and qualifications

- Ideally degree qualified in engineering and/or a business function or experience in similar role coupled with secondary education (A Levels) or BTECH/HNC (Desirable)

## Experience and Knowledge

- Preferable to have an aviation training (EASA Part145) and/or health & safety training background.
- Excellent administration and coordination skills
- Experience coordinating training
- Ability to manage and work within a multidisciplinary team
- Preferable experience of delivering training/presentations
- Experience developing training materials, including eLearning resources
- A track record of successfully developing positive, productive and collaborative working relationships with a wide variety of partners
- Ability to produce timely and accurate reports

## Personal Qualities

- Team player with ability to develop role and seek to continuously improve process
- Proficient in the use of Microsoft packages
- Excellent communications skills and able to work at all levels
- Good organisational skills with strong planning and operational execution
- Excellent planning, problem solving organization and administration skills
- Able to turn vision into strategy and execute
- Decision maker, analysing for root causes and developing solutions
- Self-motivated with flexible approach

## Other Requirements

- **Rights to work within the UK without any restrictions**
- **No Agencies**