

Index	302/TCO/HROD
Post Title	Training Co-ordinator
Division	Human Resources & Organisational Development
Section	Corporate Services
Location	Company HQ

Responsible to	Training & Development Manager
Responsible for	Any immediate reports

* Candidate's suitability will be measured by assessment in the following ways;

A – Application: **I** – Interview: **R** – References: **X** - Interview Exercise[s]

	Attributes	Essential	Desirable	Assessment
Experience				
1	Experience of providing generalist training and operational support, preferably in a large organisation	X		A I
2	Proven ability to effectively plan and manage a diverse and demanding workload	X		A I
3	Good knowledge of computerised systems, including specialist Training/HR systems and other business tools	X		A I
4	Proven ability to establish and maintain successful relationships at all organisational levels		X	A I
5	Experience in scheduling meetings, training courses and events		X	A I R
6	Producing and submitting reports on general training activity		X	A I
Skills, Abilities and Knowledge				
7	Self-motivated, able to set and prioritise objectives, respond under pressure and manage competing deadlines	X		A I
8	Good communication/written/numerical skills	X		A I
9	Able to work with minimum supervision	X		A I R
10	Ability to apply analytical skills to solve problems	X		I
Interpersonal and Social Skills				
11	Excellent communication skills [verbal, non-verbal and listening] including report writing and presentation skills	X		I R
12	Enthusiastic		X	A I R
13	Highly effective team worker	X		I R

14.	Confident and able to deal appropriately with a range of audiences		X	I R
15.	Demonstrates a high degree of professionalism and integrity	X		I

Qualifications and Training

16.	Educated to Standard Grade	X		A I
17.	Knowledge and/or qualification in a vocational or specialised field, i.e. HR systems and processes	X		A I

Other

18.	Continuous personal development	X		X
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Prepared/Updated by	Michelle Milne – Sr HR Business Partner	March 2025
Approved by	Nickie Scorgie – Head of HR & OD	March 2025
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