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| Training and Development Manager | ENU_Logo_CMYK |
| **Role Description** |  |

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| **Grade & Salary:** | | Grade 5, Full time |
| **Campus Location:** | | Equate Scotland, 219 Colinton Road, Edinburgh EH14 IDJ |
| **Line Manager:** | | Director, Equate Scotland |
| **Line Management Responsibility for:** | | Student Network coordinator  Training and research coordinator (and career clinics delivery) |
| **Role Summary:** | | This role will focus on the delivery of high quality training and consultancy to the STEM industry and academia. Within this role will be budget and staff management, the responsibility for meeting income generation targets and managing stakeholder engagement. It is expected that this role will be responsible for providing expert strategic guidance to employers on specialist issues related to culture change, organisational development and equality and diversity initiatives. |
| **Main Duties and Responsibilities** | | |
|  | To initiate and build positive relationships with employers, trade unions, public sector bodies and education and training institutions across relevant industry sectors to support gender equality and address the challenge of women’s under-representation in the STEM labour market. | |
|  | To manage a programme of career development opportunities for women working in STEM | |
|  | To design and deliver training workshops to STEM industry partners enabling Equate Scotland to meet its income generation targets | |
|  | To collate and use research to develop training and ensure Equate Scotland’s delivery is responsive to up to date analysis on equality and the labour market | |
|  | To provide expert consultancy and guidance to organisations to support them to create competent gender equality strategies and culture change interventions. | |
|  | To support the Director in developing Government consultation responses and policy briefings | |
|  | To have lead responsibility for meeting income generation targets | |
|  | To have lead responsibility for budget use, reporting and evaluation in line with external funders needs | |
|  | To identify and take advantage of promotion opportunities to raise the profile of Equate Scotland’s services and publications | |
|  | To work collaboratively with other team members in Equate Scotland and other initiatives to ensure that project activity is focused and to maximise effectiveness of impact. | |
|  | To travel across Scotland when required. | |
|  | To provide line management and direction to two staff members and provide line management to seasonal staff providing career clinics | |
|  | Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management’ | |

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| **Person Specification** |  |

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| **Attributes** | * **Essential Selection Criteria** | **Desirable Selection Criteria** |
| Education/Qualifications | Degree or equivalent or extensive relevant work related experience in a project or partnership role |  |
| **Experience** | Proven ability to establish and manage positive relationships with internal and external stakeholders  Significant experience in designing and delivering training workshops  Demonstrate experience of developing/advising on organisational (employer) strategy and policy development  Demonstrate experience of negotiating and influencing at a senior level | Experience of line management of staff  Experience of values driven income generation or business development |
| **Skills/Personal Requirements** | Strong investigative and analytical skills  Effective communication skills (written, oral and presentation)  Commitment to gender equality  Ability to work effectively as part of a team  Knowledge of the business benefits for employers of recruiting a diverse workforce  Confident IT skills including use of Microsoft Office applications such as Microsoft Word, Excel, Outlook  Excellent self-management and organisational skills and ability to work on own initiative | Ability and willingness to work occasional evenings |

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