



## **Job Description – Training Manager**

**Reports to:** Head of Learning and Development – Scotland & Northern Ireland

**Based:** Home Based

**Office Location:** RHA Scotland & Northern Ireland, Livingston

**Hours:** 35 hours per week. A flexible approach to working hours is required due to the nature of this role with frequent early starts and some evenings and weekends.

### **About Us**

The Road Transport Industry is a dynamic, business critical sector upon which the UK economy depends. The Road Haulage Association (RHA) is the only UK trade association dedicated solely to the needs of UK road transport operators. It is the voice of the road haulage profession, a champion of its interests and a respected partner to the broader logistics community. We represent approximately 7,000 member companies.

### **Job Purpose:**

- To deliver the full range of RHA training courses.

### **Key responsibilities and duties:**

- You will deliver a programme of agreed training across a wide geographic area and be able to advise and support delegates with respect to the subject matter of the various courses.
- Knowledge of delivery of the following course types; Driver and Transport Manager CPC, Operator Licence compliance, Driver's Hours and Tachographs, In-Cab driver development, Banksman/Yard Marshall Training, Manual Handling and Health & Safety.
- You will work closely with the Head of Training and the other Training Managers to establish best practice and make any improvements to the delivery of the training as a result of such discussions.
- To effectively prepare and update training course content on a regular basis.
- To identify opportunities for the delivery of bespoke training.
- Provide subject matter expertise on a range of learning interventions to support the company's operational requirements and other relevant developments in legislation as required.
- Maintain records, collect data and produce reports to a high standard.
- You will have experience of being an assessor as it may be a requirement of the role to carry out candidate assessment.
- You will ensure you have a full knowledge of all services offered by the RHA in order to advise accordingly of any services that may be of benefits to any delegates.
- There will be the requirement for weekend work and overnight stays as well as working in other EU countries. Due to the nature of this position your hours and location of work will need to be flexible, driven by customer requirements which may result in additional hours in excess of 35 being worked.
- A company car or car allowance will be supplied as part of this role.

**Key skills:**

- Must be a people person with the ability to build rapport with colleagues and delegates
- Strong communication skills essential both written and verbal
- Positive 'can do' attitude
- Commercially aware
- Good time management skills
- Strong organisational skills with attention to detail and a methodical approach
- Ability to manage workload with the minimum of supervision

**Key attributes:**

- Certificate of Professional Competence in National and International Road Haulage
- Training Course design and implementation
- A minimum of 5 years post qualification transport industry experience gained either in a transport operational role or an associated industry role.
- In vehicle, fuel efficiency and defensive driver trainer
- Practical Safe loading trainer
- An appropriate Health & Safety Qualification i.e. NEBOSH
- Instructor qualifications i.e. PTTLs, DSA instructor or similar
- Assessor or Internal/external verifier qualifications
- Company audit experience
- IT literate and familiar with the MS Office package, including PowerPoint and Outlook

**General Responsibilities:**

All employees of the RHA have the following responsibilities:-

**Health and Safety**

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

**Training and Development**

- To undertake all reasonable training, learning and development activity designed to support you in your role

**Diversity and Equality**

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment

**Quality Policy**

- To be responsible for the activities required to support the organisation's Quality Policy

**Employee's Signature:**

**Date:**

**Manager's Signature:**

**Date:**

**Review Date:**

**Date:**