

Job Description and Person Specification

Last updated: July 2021

JOB DESCRIPTION

Post title:	Training & Development Manager		
Standard Occupation Code: (UKVI SOC CODE)			
School/Department:	Library and the Arts		
Faculty:	Student Experience Directorate		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	4
*ERE category:	n/a		
Posts responsible to:	MSA 5 Head of Partnerships and Place		
Posts responsible for:	Executive Assistant		
Post base:	Office-based		

Job purpose

The post holder is responsible for oversight and management of training and development of all University Library staff. They will coordinate the staff training and continuous professional development programmes; Organise training sessions in collaboration with colleagues in the Library & Arts, HR, Health Safety and Risk, and other departments; Manage and report on compliance with mandatory training. To take responsibility for a range of administrative and operational support.

Key accountabilities/primary responsibilities	% Time
1. Apply a broad understanding of training requirements across the University and within the Library & Arts to develop and deliver appropriate training programmes for team members, including but not limited to induction, mentoring, and peer development programmes, plus specialist training targeted at specific sections of staff.	40 %
2. Identify and analyse gaps in training and skills and use specialist knowledge to recommend appropriate training solutions including but not limited to engaging with University provided training, using online training solutions, or booking external providers. Monitoring and maintain records of training compliance to meet both internal and external requirements, reporting to senior managers as necessary.	20 %
3. Line manage direct reports, exercising good people management practices including mentoring, coaching, training, advice and guidance, as necessary. Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback.	10 %

Key accountabilities/primary responsibilities		% Time
4.	Work with senior managers predominantly in Library & Arts to oversee the training budget. Contribute to the resource planning process to ensure that finances are appropriately and efficiently managed, and that training is provided equitably across the Library & Arts. To take responsibility for a range of administrative and operational support.	10 %
5.	Actively promote training opportunities to staff, ensuring that all engage in appropriate career development opportunities.	5 %
6.	Contribute to special projects as required, for example, working in themed groups or participating in the implementation of new tools and services.	5 %
7.	To actively engage in a range of training and development opportunities and to be an active participant in developing skills and knowledge, engaging with the wider team and the University.	5 %
8.	Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
Departmental and University senior management Other members of the department External customers Relevant suppliers and external contacts Faculties and Professional Services

Special Requirements
- Occasional requirements to work outside your normal working hours (which may include evenings or weekends) in negotiation with your line manager. - Post holders may be asked to work at another campus location to support the delivery of their role and maintain library operations, following consultation with your line manager. - Demonstrate Southampton University behaviours (Embedding Collegiality – see below).

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification. Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy. Understanding of how the specialist/professional services provided by the post-holder support the objectives of the University. Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the University.	Membership of relevant professional body.	Application / Interview
Planning and organising	Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy.	Experience of successful project management.	Application / Interview
Problem solving and initiative	Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.		Application / Interview
Management and teamwork	Able to proactively work with colleagues in other work areas to achieve outcomes. Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork. Able to formulate development plans for own staff to meet required skills.	Experience of successfully managing and developing staff.	Application / Interview
Communicating and influencing	Able to provide accurate and timely specialist guidance on complex issues. Able to use influencing and negotiating skills to develop understanding and gain co-operation.		Application / Interview
Matrix working	Cooperative team working and participation in effective team collaborations to meet business need(s) requirements.		Application / Interview
Training and development	Actively engage in a range of training and development opportunities and to be an active participant in developing skills and knowledge, engaging with the wider team and the University.		Application / Interview
Other skills and			

behaviours			
Special requirements			Application / Interview

JOB HAZARD ANALYSIS

Is this an office-based post?

☒ Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
☐ No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
Personal Leadership	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly
	I show pride, passion and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
Working Together	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
Developing Others	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
Delivering Quality	I identify opportunities and take action to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
Driving Sustainability	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others