



Post Specification

**PG
7930**

**People Care
and
Development**

Date	August 2023
Post Title	Driver Training Manager
Job Family Role Profile	PCD12ii
Final Grade	Grade 12

To be read in conjunction with the job family role profile

Purpose of this post

The Learning and Development service advises and supports in the implementing of effective change and the enhanced capabilities of the service, through its training and development programmes and opportunities provided to ensure the service has a skilled and engaged workforce to meet the needs of the people of Cumbria.

To take a specific lead role in service specific organisational development projects in line with national and regulatory standards.

This involves working with complex and high risk service areas.

To advise on developing, implementing and delivering organisational development and learning programmes within the relevant specific lead service areas.

To line manage, supervise and mentor members of the Driver Training team..

Key job specific accountabilities

1. Lead on the development of an organisational development approach to specific service area(s) in line with service priorities and values.
2. Lead, develop, deliver and evaluate programmes of specialist organisational development interventions in the relevant area(s) through contracting, data collection and root cause analysis, providing feedback, producing plans and reviewing action plans as appropriate.
3. Analyse and make recommendations on complex data e.g. diagnostic results, to ensure all work undertaken is evidence based.
4. Ensure effective line management, coaching and mentoring of staff, including performance management and implementation of all HR policy and process
5. Work collaboratively with colleagues and external partners to identify, develop and support talent management frameworks and development routes for teams as appropriate.
6. Ensure that national best practice and statutory/regulatory requirements are implemented if appropriate for all learning and development interventions.

Please note annual targets will be discussed during the appraisal process

Our Code of Ethics



**Putting our
communities
first**

**Dignity
& Respect**

EDI

Integrity

Leadership

Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> Responsible for ensuring effective implementation and procedure with relation to procurement and finance within the L&D team.
Staff Management Responsibilities	<ul style="list-style-type: none"> Line manage responsibility for Co-ordinators; specialist Learning Facilitators Provide instruction and on-the-job training for colleagues. Assist in allocating and checking work of colleagues in the same work area.
Other	<ul style="list-style-type: none">
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> Technical, vocational or part-professional qualification at vocational degree level or equivalent experience (NVQ 4) in learning, training and skills Appropriate relevant professional qualification in the area identified and / or professional accreditation. Level 5 coaching qualification desirable. Expert breadth and depth of knowledge regarding the service and relevant legislation for the identified area Specialism acquired through relevant qualification or recognised training programmes. Understanding of budget processes and organisational priorities. Knowledge of inward- and outward-facing sector issues. Strong practical experience of contracting and analysing data. Good interpersonal skills, including negotiating, listening, conciliating, people management and motivational skills. Ability to influence people to change behaviours or make difficult changes. Ability to build personal and professional credibility with Board, senior leadership and service teams. Ability to design, coordinate, present, facilitate (including virtually) and evaluate OD interventions Experience of implementing change is desirable. Strong ICT skills (Word, PowerPoint, Excel MS Teams) Political awareness. Commitment to continuous professional development 	
Disclosure and Barring Service – DBS Checks	
This post does require a DBS check. The level of check required is a Standard DBS check.	
Job Working Circumstances	
Emotional Demands	<ul style="list-style-type: none"> Work with high risk service areas
Physical Demands	<ul style="list-style-type: none">
Working Conditions	<ul style="list-style-type: none"> Initially virtual, remote working with moving to face to face meetings/ delivery as and when restrictions allow in where travel across the County may be required.
Other Factors	
<ul style="list-style-type: none"> 	