

Job Description

Job Title	L and D Compliance Partner
Job Holder	
Reports To	Learning and Development Manager
Location	Teesside
Date	April 2019
Grade	32

Job Purpose

To work with FDBK managers and staff to ensure that all FDBK personnel are effective in role with minimal timelines to achieve higher standards of competence and compliance through adherence to all training policies, procedures, associated standard operating instructions and best practice ways of working.

Dimensions

Turnover	£100 million
Site Numbers	750
No of staff reporting to individual	None
Forward work plan	Up to twelve months

Principal Accountabilities

- Work collaboratively with departmental managers and training leads across Teesside providing leadership and guidance in the management and governance of training related policies and SOP's.
- Ensures the Best Practice Training SOP (Z11P05) is adhered to when any training is identified, designed, delivered and recorded.
- Resolve and respond to training issues and questions from employees on the application and interpretation of the company training process.
- To work alongside the training LMS and Controlled Document System Administrators to resolve operational issues. To lead FDBK interests in the aligned (FDB) development of the LMS and to lead RCA investigations.
- Maintain adequate L and D measurement, KPI's, recording and control systems; drive site continuous improvement based on these metrics.
- To become a subject matter expert in the understanding, functionality and use of Compliance Wire
- Work with the Training and Educational Council (act as Chair when required), departmental managers, curricula owners and employees to ensure training curricula are up to date and accurate.
- Take the lead, representing the Learning and Development department in all audits and inspections. Produce reports as required, be able to present and discuss these knowledgeably.
- Manage the training validation process of internal and external trainers.
- Any other duties commensurate with the role.



Competency: Relationship Building
Level: Core, plus 3 and 4 from Team Leader
Assessed: At interview

Competency: Business Standards and Integrity
Level: Core
Assessed: At interview

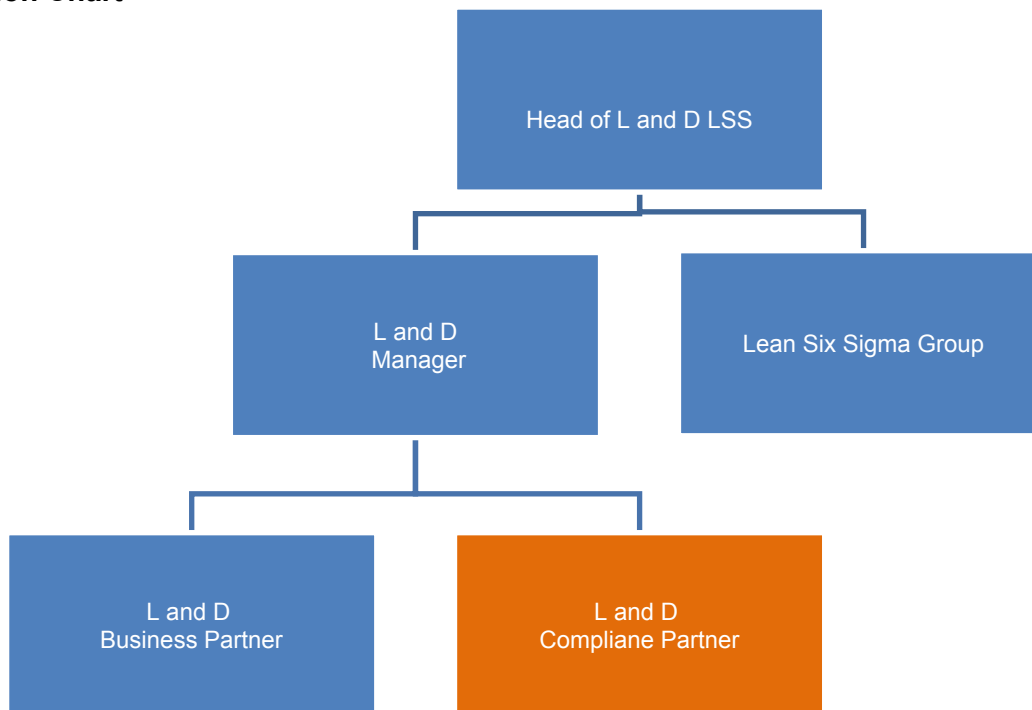
Competency: Process Management
Level: Core
Assessed: At interview

Competency: Achievement & Results Orientation
Level: Core
Assessed: At interview

Special Features

- The job holder must have experience of working in an established QA type environment where there is an established quality management system and have had some level of responsibility for using and maintaining some aspects of the system.
- Company expert on the LMS. The job holder must be able to spot and remedy potential training issues in a complex and changing environment. They should consult with stakeholders and management over major training issues and work planning, but otherwise be capable of operating with minimum supervision. They should develop audit schedules to monitor the quality of training material developed across Teesside, providing strong governance to managers and leaders across Teesside.
- The job holder must have strong communication skills and good interpersonal skills to influence and interact with managers, supervisors and employees.
- A strong commitment to establishing a robust training quality management system and associated LMS.
- It would be expected that the job holder would be educated to degree level.

Organisation Chart



Signatures

Job Holder: Date:

Manager: Date:

Revision Table

Revision History	Date of Update	Authoriser
Revision 1	11 July 2018	D Chesworth
Revision 2	01 April 2019	A Dickson

Revision History – Amended due to revised Behavioural Competency Framework