

Job Details			
Job Title:	Workforce Development Specialist		
Function:	Human Resources		
Job Reports To:	Workforce Development Manager		
Location:			
Job Number:			
Family:	Support	Level:	3
		Band:	4C
(Full details on Family, Level and Band can be obtained from Human Resources)			
Job Purpose			
<p>Measurably improve the proficiency and focus of Network Rail's workforce through inspirational, value for money delivery of technical, safety & vocational training interventions, when & where needed, in accordance with the annual training plan, adjusted for the needs of the relevant business function. Support the design and development of NR training programmes. Assess the proficiency and capability of employees and the impact on the business of the delivered training in order to improve safety, performance, engagement, and esteem.</p>			
Safety Details			
1. This job MANAGES EMPLOYEES (<i>review and undertake the management accountabilities identified in the Managers' Handbook</i>)	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
2. This is a KEY SAFETY POST (<i>Section 4.1.2 of the Health & Safety Management System</i>)	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
3. This job requires SECURITY CLEARANCE (<i>e.g. Running of Special Trains</i>)	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
4. This is a SAFETY CRITICAL WORK POST (<i>Section 4.1.3 of the Health & Safety Management System</i>)	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
5. The job holder is required to hold a relevant TRACK SAFETY competence (<i>refer to the Guide to Job Descriptions for more detailed information on TRACK SAFETY competences</i>)	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"> Personal Track Safety (PTS) Controller of Site Safety (COSS) – where relevant 			
Key Accountabilities			
<ol style="list-style-type: none"> Develop the proficiency of employees by inspirational delivery of technical, safety and vocational training interventions, using blended delivery skills (paced for the learner) and stimulating, high quality material in accordance with Network Rail standards, regulations & working instructions. Provide an exemplary level of learner-focused customer service to delegates, enhancing their enjoyment, motivation to learn, and value gained from the whole training experience. Actively foster a safety-first, "No-Unsafe-Acts" culture within employees and actively promote the Network Rail Values at every touchpoint. As an exemplar of best practice and professional attitude, drive Network Rail corporate messages & behavioural communications into the consciousness of employees. Without exception, always act safely; always promote safety awareness and always demonstrate clear compliance and belief in safety procedures. Continuously develop one's own technical proficiency (including relevant in-date regulated competencies), knowledge and adult education capability. Confidently and actively demonstrate that capability in order to earn justified and obvious credibility amongst the delegate population. Continuously develop and improve the training material, assessment material, aids and equipment. Positively contribute to Content Review Groups and Skills Forums. Maintain the currency of all local training documentation and visual aids. Fairly assess the capability of delegates and provide them the facilitated opportunity to learn. Support the assessment and evaluation of training impact at course end and at appropriate post training intervals. 			

6. Support the Workforce Development Manager with Training-Needs-Analysis, programme design, evaluation, team dynamics, centre performance and reputation. Demonstrating a flexible approach to the achievement of the objectives of Competence & Training (and Network Rail).
7. Positively contribute to the continuous improvement of the Training Centres' internal quality procedures and work instructions, demonstrating a personal commitment to continuous improvement.
8. As a Network Rail Manager, always actively support, promote and enforce company processes, initiatives, messages, policies, whilst actively demonstrating managerial behaviours and values.

Job Skills, Experience and Qualifications

Essential

- Excellent communications skills (written and verbal)
- Thorough knowledge of the technical, safety or vocational capability relevant to the discipline of the role.
- Ability to affect a culture change
- Ability to motivate and inspire
- Ability to demonstrate the management capabilities of developing, thinking, achieving and inspiring

Desirable

- An understanding of different learning styles
- Sound knowledge of rules, regulations and working instructions
- Displays attributes of a team player
- A background, experience or qualification in adult learning

Job Description Briefing

Date Job Description issued to, discussed with and understood by Post Holder -----

Name of Post Holder: ----- Signature: -----
(I confirm I have been briefed on the requirements of this Job Description and other related documents)

Name of immediate superior: ----- Signature: -----
(I confirm I have briefed the Post Holder on the requirements of this Job Description and other related documents)

Nominated Deputies

If this is a KEY SAFETY POST (2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder is responsible for copying and briefing the Nominated Deputy(ies) on this Job Description.

Name of Nominated Deputy: ----- Signature: ----- Date: -----

(As the Nominated Deputy for this post, I confirm I have been briefed on the requirements of this Job)

If there are more nominated deputies, they should sign further copies of this Job Description.

Amended by: Mark Ruddy

Dated: 30/06/09

Version: 1.0