

## **JOB DESCRIPTION – LEARNING AND DEVELOPMENT ADVISER**

**Responsible to:** Learning and Development Manager

**Purpose of post:** To deliver mandatory training to staff across the Trust. To oversee and have responsibility for the recording of training throughout the Trust.

**Values:** To promote and adhere to the Greensleeves Care workplace values of respect, openness, and responsibility.

### **Principal Responsibilities**

- To deliver mandatory training, compliance and required training (for example health, safety & Wellbeing, SOVA, Infection Control, etc.) at all allocated homes.
- To assist in the design of mandatory, compliance and required training sessions as required.
- To attend as necessary training events as required.
- To support with maintaining the Trust's training KPI's, liaising with homes and proactively following up failures to meet the identified KPI's.
- To assist the Learning and Development Manager in the drawing up of an annual Training & Development plan for each of your allocated homes.
- To contribute to divisional reports where required.
- To be able to carry out frequent travel nationwide.

In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

### **General responsibilities applicable to all colleagues**

- Understand and support the vision, mission and aims of the Trust.
- Maintain awareness of your own and others' Health and Safety and comply with the Trust's Health and Safety policy.

- Adhere to policies and procedures within the Home and Greensleeves Care.
- Take appropriate responsibility for records held, created, or used as part of your work for the Trust (paper-based and electronic) as per information governance requirements.
- Encourage team-working and effective communication with colleagues.
- Act as a representative of the Trust and deal with Trust customers, stakeholders, advisors and the public in a professional manner at all times.
- Comply with Trust financial policies and practices as applicable.
- Take responsibility for your own CPD to ensure you are up-to-date at all times with changes in good practice in your areas of responsibility.
- Foster strong working relationships with your counterparts in related organisations and sectors.
- Undertake other duties as may be reasonably requested and assigned by the INSERT LINE MANAGER(S)

## **JOB DESCRIPTION – LEARNING AND DEVELOPMENT ADVISER**

Post Holders Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Line Managers Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

London & Kent DIVISON  
Care Homes

Location
Sevenoaks Seal Tunbridge Hastings x 2