



# SYSTEMS TRAINER



## ABOUT THE ROLE

Reporting directly to the Head of Training, the post holder will be responsible for designing, driving and delivering effective blended learning solutions for all in-house systems across the business to develop and maintain workforce effectiveness.

Responsible for: NA

Responsible to: Clare Hindley, Head of Training

## KEY RESPONSIBILITIES

### 1. Training Delivery

- Providing remote learning solutions on all in-house systems.
- Agreeing and then keeping constant review of all in-house learning solutions.
- Ensuring all new entrants receive the relevant training on the in-house / external systems relevant to their role in the very early stages of employment.
- Ensuring a quality training provision for all training requirements, with a focus on using technology to provide training on a timely basis.
- Developing new blended training provisions in accordance with internal QA system.
- Use appropriate production software to develop the relevant training solutions

### 2. Relationship Management

- Close liaison with the Group Systems leads, and involvement in all training aspects of procedures, policies and new initiatives in relation to in-house systems.
- Close liaison with Group IT to ensure training is embedded in all systems rollouts and updates.

- Close liaison with the Training administration team to schedule training dates and ensure records are up to date

### 3. General

- Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
- At all times, comply with company policies, procedures and instructions.
- Contribute to improving the business, protecting and enhancing the reputation of the company, by putting forward new ideas and, when requested to do so, implementing change

### THE PERSON

What kind of person are we looking for?

- Excellent communicator with a flexible attitude to collaborate with a variety of internal and external stakeholders
- Strong facilitation and presentation skills
- Experience of the Learning cycle
- Excellent computer skills
- Awareness of current best practise methods and innovative learning techniques
- Drive, confidence and a positive "can do attitude" that wants to make a difference.
- Application of learning and development knowledge to produce effective materials
- Motivational
- Proactive and creative
- Professional manner
- Accuracy and attention to detail
- Direct Knowledge of providing eLearning courses
- Ability to design e-learning courses using appropriate software
- Awareness of articulate, Camtasia and totara platforms would be advantageous

These are illustrative duties and the jobholder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.