Learning and Development Consultant
Job Description

Decora
Blind Systems

Human Resources
Issue Number 2
Date of Issue: (24 February 2011)
Job Title: Learning and Development Consultant

Job Family: Human Resources

Reports to: Head of Human Resources

Main function: Manage and deliver Company training and development activities in accordance with organisational requirements. Contribute to the strategic direction and development of training within the Company.

Role responsibilities:

- Manage the planning, design and implementation / delivery of all Learning and Development requirements.
- Deliver existing company training requirements including product knowledge training.
- Oversee administrative tasks associated with all Company training.
  - Ensuring all employee training records up to date.
  - Sourcing training materials including external training providers when required.
  - Assisting in the preparation of all BITP drawdown applications associated with Invest NI claim procedures.
- Manage all applications relating to the Company’s Education Assistance Policy.
- Collaborate with the Head of Human Resources in promoting and maintaining Investors in People accreditation.
- Undertake any other reasonable duties / projects which may be required from time to time.

This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.
# Personnle Specification

**Job Title:** Learning and Development Consultant  
**Job Family:** Human Resources  
**Reports to:** Head of Human Resources

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<tr>
<th>Factor</th>
<th>Essential Criteria</th>
<th>Desirable Criteria</th>
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<tr>
<td><strong>Education and Experience</strong></td>
<td>Minimum of 5 GCSEs Grade C passes to include English &amp; Math’s (or equivalent). Relevant Training qualification – Level 3 or above (or equivalent). Minimum of 2 years experience of training, design, delivery and evaluation. Experience in the delivery of training programmes. Experience in the design and preparation of training programmes. Experience of evaluating the effectiveness of training. Computer literacy, to include MS PowerPoint, Word, Excel and Outlook.</td>
<td>Relevant experience in a customer service environment. Knowledge of company products.</td>
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<td><strong>Special Aptitudes</strong></td>
<td>Excellent written and oral communication &amp; presentation skills. Experience in administration and record keeping. Strong organisational and administration skills. Strong technical aptitude.</td>
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<td><strong>Disposition</strong></td>
<td>Confident and assertive. Professional attitude and demeanour. Adaptable / Flexible approach to work.</td>
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