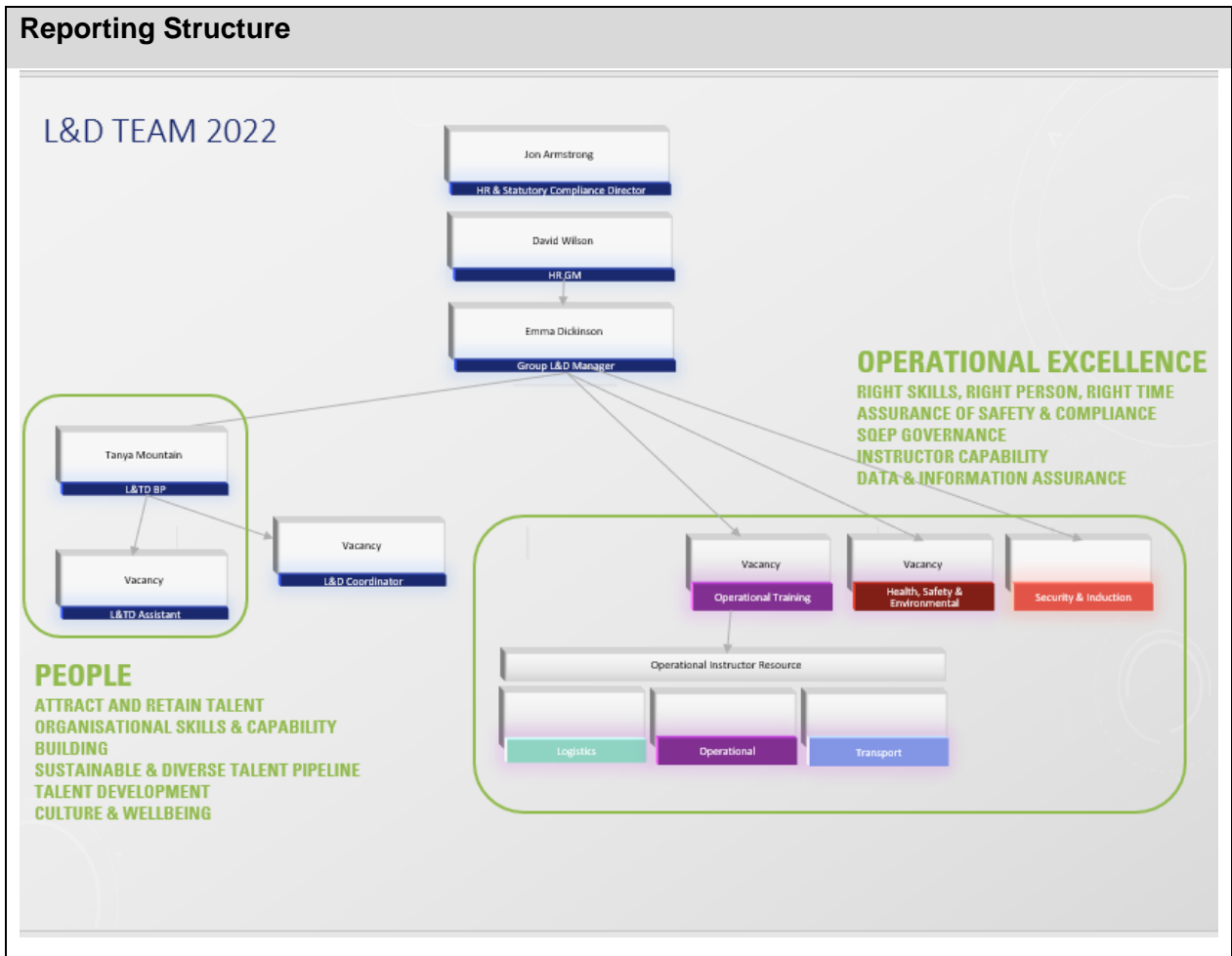
	JOB DESCRIPTION
Job Title	Learning & Talent Development (L&TD) Assistant
Reporting To:	L&TD Business Partner
Location	Teesport with the opportunity for hybrid working
Hours of Work	35 hours per week across Monday to Friday
Date Reviewed	July 2022

PURPOSE OF ROLE

Reporting to the Learning and Talent Development Business Partner (L&TD BP); support the implementation of our people development strategies. This is an entry level development role and will be supported to achieve Level 3 CIPD Learning and Development Practitioner qualification.



Communication – Internally/Externally

Internally

Senior Managers

Departmental Managers

Group Employees

Trade Union Representatives

Externally

Training Service Providers

Educational Providers

Primary Duties and Responsibilities

Provide support to the Learning and Talent Development Business Partner in the deployment of Learning & Talent Development opportunities

- Develop relationships with stakeholders to draw out relevant information and provide feedback to inform learning and training needs requirements
- Work with the wider L&D team to support attraction and induction of new talent
- Provide advice and guidance to managers and employees on L&D processes and procedures and promote the value of learning to the business
- Work with a commercial focus to develop relationships with training providers
- Work on various projects, with stretch opportunities to lead segments for your own development

Early Careers

- Support and develop the skills to confidently carry out apprentice reviews
- Support the development of a blended Apprenticeship Development programme linked to achievement of the apprenticeship occupational standards and PD Ports Values
- Gain experience working with early careers programmes that support Apprentices, Graduates, T Level and trainees.
- Co-ordinate and support assessments for Early Talent programmes

Future Talent

- Support the development of future talent pathways and programmes.
- Support external workplace visits/Corporate Social Responsibility (CSR) initiatives

- Support deployment of an ambassador approach to promote STEM, WISE and careers in the Port Industry

Development Programmes

- Support development and delivery of professional and personal development activities.
- With others, integrate learning and development tools and techniques including e-learning.
- Monitor and evaluate the effectiveness of interventions, internally and externally to assure continuous improvement

Health and safety issues/physical demands relating to the role

Develop a full understanding and actively comply with and promote PD Ports health, safety and environmental culture, policies, and procedures.


The role will require the job incumbent to occasionally visit areas across the PD Ports group.

There are no specific physical demands/requirements associated with this role.

CIRCUMSTANCES

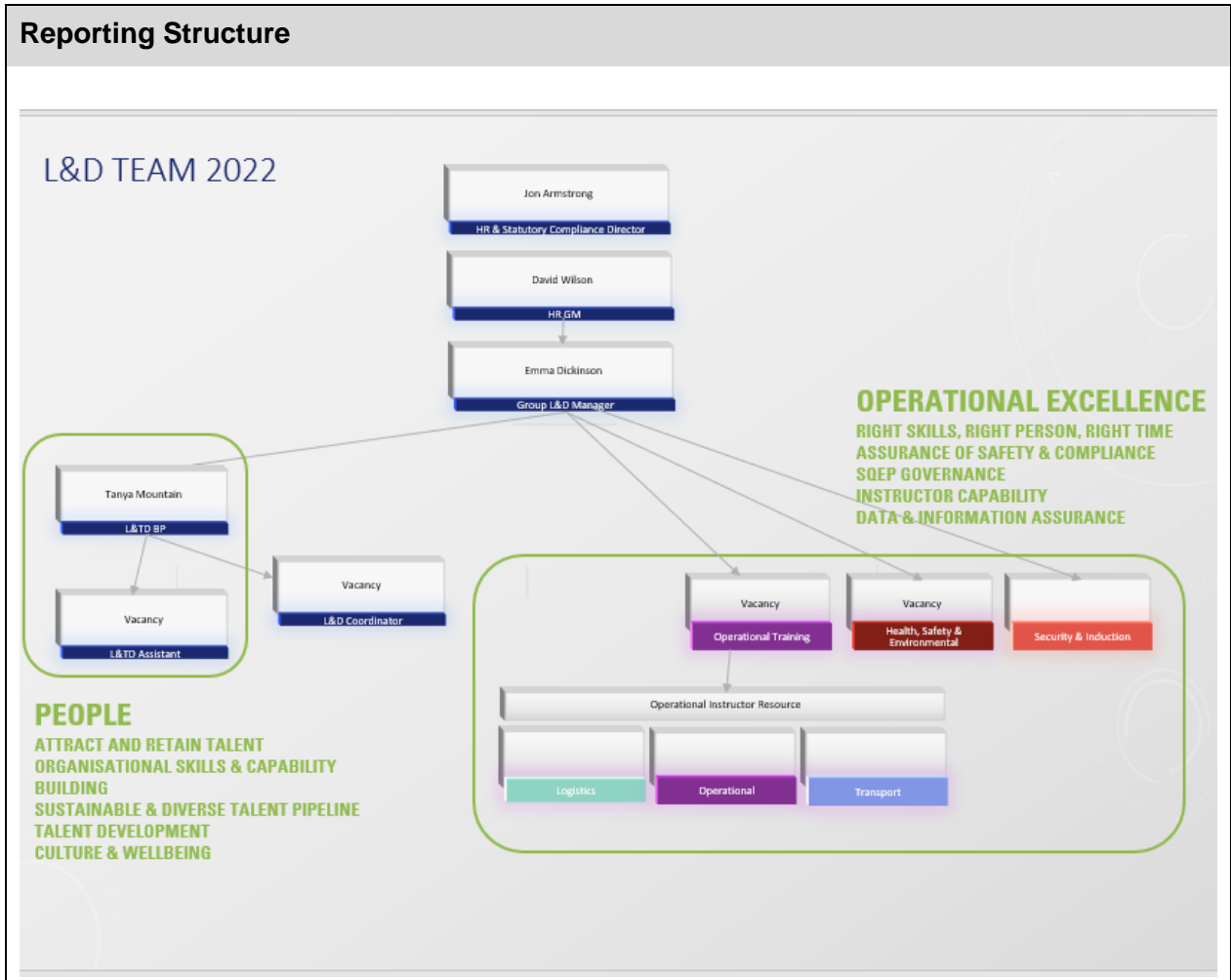
- Driving Licence essential
- Own Transport essential

PERSON SPECIFICATION		
	Essential	Desirable
Qualifications	Maths and English GCSE – minimum level 4 (Grade C or above)	
Knowledge and Skills	Required Proficient in MS Office	
Personal Qualities	Communication skills Organisational skills Willingness to learn Teamwork Ability to use own initiative Ability to multitask An interest in developing a career in learning and development	

	JOB DESCRIPTION
Job Title	Learning & Development Coordinator
Reporting To:	Learning & Talent Development Business Partner
Location	Teesport with the opportunity for hybrid working
Hours of Work	35 hours per week across Monday to Friday
Date Reviewed	July 2022

PURPOSE OF ROLE

Reporting to the Learning & Talent Development Business Partner (L&TD BP); responsible for coordination of training and development activities across the function. Work closely with the L&D Team to establish processes and ways of working. Implement a structured and consistent way of requesting, managing, and recording training and development across the PD Ports Group.



Communication – Internally/Externally

Internally

Senior Managers

Departmental Managers

Group Employees

Externally

Training Service Providers

Academic Facilities

Primary Duties and Responsibilities

- Coordination of a business wide Training Needs Analysis.
- Create and regularly review the training requirements capture process.
- Create and maintain training records including monitoring of any employee learning agreements.
- Provide administrative support to the L&D Team.
- Ensure administration completed is legally and health & safety compliant for work placements provisions/interns and apprentices.
- Administration of new starters, leavers and changes on the Digital Account Service (DAS).
- Provide guidance and advice to managers and employees on L&D processes and procedures.
- Work with a commercial focus to develop relationships with training providers and internal teams and produce KPIs to ensure return on investment and delivery of value for money solutions to the business.
- Administration of the Learning Management System and employee database and generation of reports.
- Scheduling learning and organisational development activities in line with business priorities, utilising internal and external providers.
- Create and maintain a learning and development documents area as content owner.
- Manage the e-learning platform and support employee queries.
- Responsible for regular learning & development communications.
- Coordination of events including the arrangement of venues, instructors, and materials.
- Work on various projects, with stretch opportunities to lead segments for your own development.
- Other activities as requested by Line Manager to deliver L&D activity.
- Support Corporate Social Responsibility (CSR) initiatives.

Health and safety issues/physical demands relating to the role

Fully conversant with and actively compliant with and promoting PD Ports health, safety and environmental culture, policies, and procedures.

There are no specific physical demands/requirements associated with this role.

PERSON SPECIFICATION		
	Essential	Desirable
Qualifications		Business administration CIPD
Experience	Experience of working with a customer driven approach	Experience of working in a HR/People department
Knowledge and Skills	Required Proven Experience in an administrative role Proficient in MS Office Organised and methodical Excellent Time Management	General Data Protection Regulation (GDPR) Digital Account Service (DAS) Data Analytics (PowerBi, Excel) Process mapping Employee databases i.e., Dayforce, Resourcelink, IFS Learning Management Systems
Personal Qualities	Demonstrate an outgoing, enthusiastic, and confident personality, with a desire to engage with people Continual improvement mindset Process driven and not afraid to challenge	



JOB DESCRIPTION

Job Title	Learning & Development – Health, Safety & Environmental Instructor
Reporting To:	Group L&D Manager
Location	UK travel. Teesport base
Hours of Work	35hours
Date Reviewed	July 2022

OVERALL PURPOSE OF ROLE

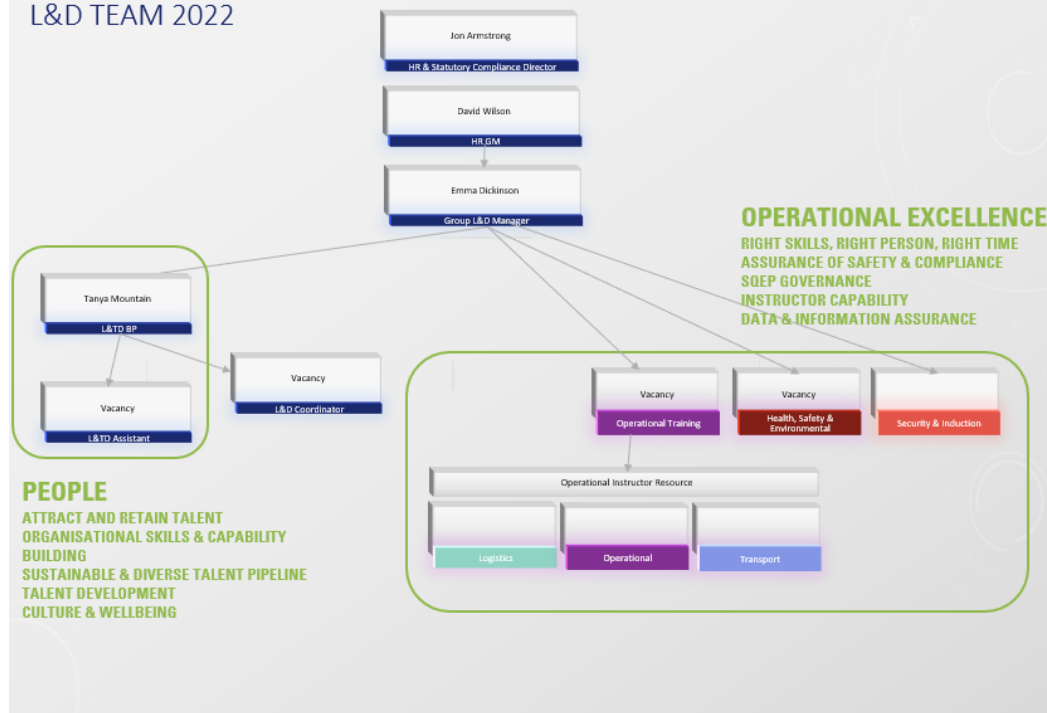
Reporting to the Group Learning & Development Manager; implement a Health, Safety & Environmental curriculum as part of the training transformation across the PD Ports group.

Work as a trusted partner with different stakeholders to build and execute the learning programmes that supports them.

Develop and deploy health, safety and environmental programmes; driving consistency and best practice across our training delivery; providing assurance to the business and underpinned by a robust training needs analysis process.

Reporting Structure

L&D TEAM 2022



Primary Duties and Responsibilities

Support the implementation of a group wide Learning & Development strategy.

- Input into the design and development of a new L&D Training facility
- Develop ways of working that gathers information from our internal customers to be able to analyse and interpret current and future learning needs
- Lead on the delivery of Health, Safety & Environmental training and projects to ensure individuals and teams have the capabilities they need to undertake our operations safely and competently.
- Work in collaboration with other experts (internal and external) to identify, design, deliver and continually embed and improve a core Health, Safety and Environmental curriculum
- Support and coach leaders and employees on learning and development opportunities, equipping them with simple, accessible tools and resources
- Work with the wider Learning and Development team to support attraction and induction of new talent

Training Curriculums

- Implement a Training Operating model that transforms training delivery across the PD Ports Group
- Develop and deliver an engaging and learner focused Health, Safety & Environmental curriculum including refreshers that goes beyond face to face and includes a range of Instructor led, e-learning, simulation, and hands-on training
- Develop best practice that enables standardisation and assurance of new training packages
- Monitor internal and external trends and data to identify opportunities in HSE training offer
- Identify innovative & new training methodologies to enhance current training offerings. Identify and utilise existing & new technologies that support the operational training agenda.

Training governance

- Undertake regular learner and business voice of the customer; identify trends and determine overall effectiveness of programmes and make improvements
- Work closely with L&D Coordinator in understanding the outputs of the Training Needs Analysis to inform HSE course design and delivery
- Work collaboratively with internal customers, outside agencies and professional bodies to ensure qualification and/or training programmes meet the required standards. Ensure quality assurance procedures/policies are up to date, suitable and effectively delivered.
- Work in collaboration with other experts to define an 'on the job' competency framework that defines and tracks the skills, knowledge, attitude, and behaviours of our people
- Lead the transition from Safety Passport Alliance 'one size fits all' approach to delivery of an IOSH and NEBOSH framework incorporating both internal and external delivery models

Health and safety issues/physical demands relating to the role

The role will require the job incumbent to work across the PD Ports group

There are no specific physical demands/requirements associated with this role.

Level of qualification required – essential/desirable

Essential

- 2 years demonstratable CPD
- 2 years substantial face to face training delivery
- IOSH Train the Trainer or Level 3 teaching qualification (or be willing to obtain IOSH Train the Trainer)
- Tech member of IOSH (or be willing to work towards achievement of)

Desirable

- Experience of delivering training using a variety of methods.
- Existing Technical Training and/or Coaching experience
- IOSH or NEBOSH

Knowledge and Skills

- Delivery of learning through different tools and methods
- Familiar with modern training techniques ie coaching, mentoring, technology based, on the job, e-learning, workshops and in classroom
- Awareness of inclusive assessment methods
- Ability to plan, multi-task and manage time effectively
- Strong writing and record keeping ability for reports and training
- Identifying, creating and applying standards and processes

Personal Qualities/Behavioural Skills

- Demonstrates commitment to maintaining own professional expertise and keep up to date with the latest developments; undertaking training and development directly relevant to the profession, attending internal and external training as required
- Demonstrates an outgoing, enthusiastic, and confident personality with a pro-active 'can do' attitude
- Embraces change
- Customer focused with a desire to engage and partner with people
- Creativity and curiosity for innovation
- Desire and ability to learn and develop others through a continuous improvement mindset
- Drive and Enthusiasm to take on new ways of working/standards and champion their use
- Forward thinking and proactive when looking at training opportunities
- Comfortable in questioning and challenging the status quo

Communication

- Excellent communication skills, both written and oral at a technical level
- Ability to communicate at all levels within the organisation
- Confident, clear, and engaging when presenting to groups
- Coach and influence others
- Uses accessible language and communication; checks understanding of others
- Encourages and supports learners through a range of communication styles

Compliance

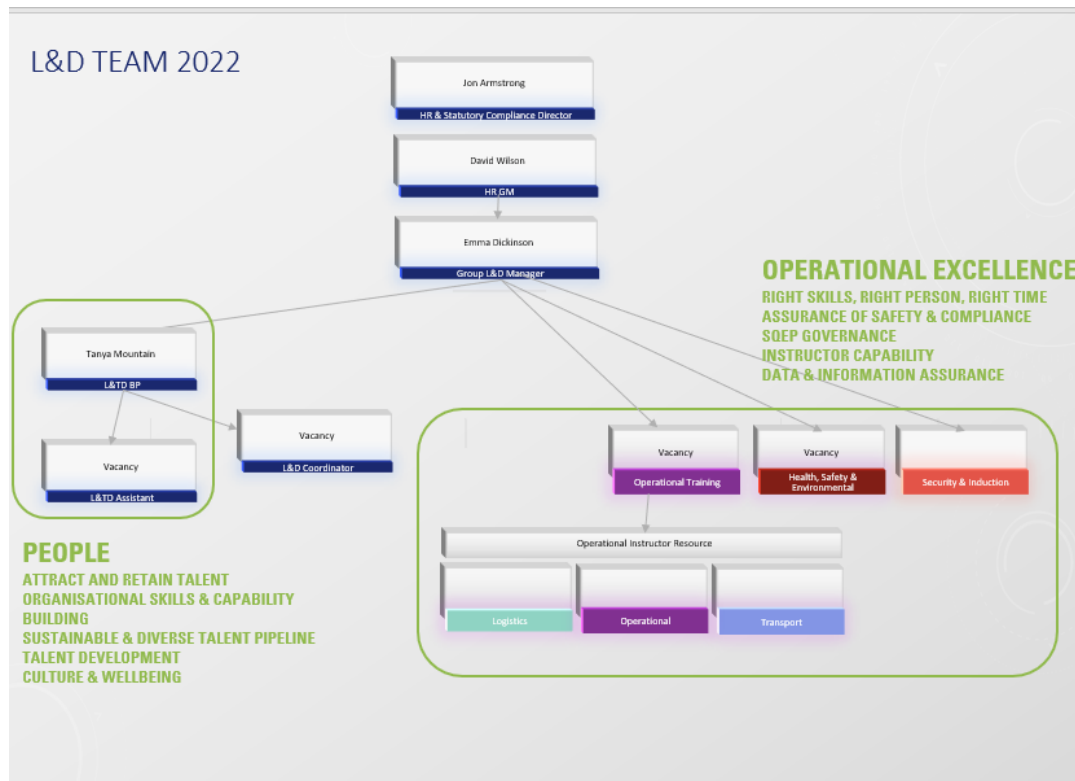
- Process and compliance focus with good attention to detail
- Champions safety at all times

Job Title	Learning & Development Team Lead - Operational Excellence
Reporting To:	Group L&D Manager
Location	UK travel. Teesport base
Hours of Work	35hours
Date Reviewed	July 2022

OVERALL PURPOSE OF ROLE

Reporting to the Group Learning & Development Manager, implement a Training Operating Model and Operational Excellence curriculum framework to transform technical training across the PD Ports group.

Work as a trusted partner with different stakeholders to build and execute the learning programmes that supports them. Develop and deploy technical and operational Instructors; driving consistency and best practice across our training delivery; providing assurance of operational capability underpinned by a robust training needs analysis process.

Reporting Structure


Primary Duties and Responsibilities

Support the implementation of a group wide Learning & Development strategy.

- Input into the design and development of a new L&D Training facility
- Develop ways of working that gathers information from our internal customers to be able to analyse and interpret current and future learning needs
- Lead on the delivery of Operational Excellence training and projects to ensure individuals and teams have the capabilities they need to undertake our operations safely and competently.
- Work in collaboration with other experts (internal and external) to identify, design, deliver and continually embed and improve a core Operational Excellence curriculum
- Support and coach leaders and employees on learning and development opportunities, equipping them with simple, accessible tools and resources
- Work with the wider Learning and Development team to support attraction and induction of new talent

Training Curriculums

- Implement a Training Operating model that transforms training delivery across the PD Ports Group
- Develop and deliver an engaging and learner focused Operational Excellence curriculum including refreshers that goes beyond face to face and includes a range of Instructor led, e-learning, simulation, and hands-on training
- Develop Instructor best practice that enables standardisation and assurance of new training packages
- Monitor internal and external trends and data to identify opportunities in Operational Excellence training offer
- Identify innovative & new training methodologies to enhance current training offerings. Identify and utilise existing & new technologies that support the operational training agenda.
- Identify funding opportunities to develop technical and operational competencies

Instructor competence

- Support the development of Instructors through coaching and mentoring as well implementing an instructor training programme that grows the behavioural and technical capabilities of new and existing Instructor resource. Define standards and agree with L&D Manager
- Review and audit (monthly) the team of Instructors, taking responsibility for Instructor performance, coordination and observations.
- Mentor internal Subject Matter Experts (SME) to be able to conduct internal training
- Prepare continual improvement assessments to evaluate Training team performance & capability

Training governance

- Undertake regular learner and business voice of the customer; identify trends and determine overall effectiveness of programmes and make improvements
- Work closely with L&D Coordinator in understanding the outputs of the Training Needs Analysis to inform Operational Excellence course design and delivery
- Work collaboratively with internal customers, outside agencies and professional bodies to ensure qualification and/or training programmes meet the required standards. Ensure quality assurance procedures/policies are up to date, suitable and effectively delivered.
- Work in collaboration with other experts to define an 'on the job' technical competency framework that defines and tracks the skills, knowledge, attitude and behaviours of our people
- Working with the L&D Manager, develop 'on the job' mentors to assure the continual development of the workforce

Health and safety issues/physical demands relating to the role

The role will require the job incumbent to work across the PD Ports group

There are no specific physical demands/requirements associated with this role.

Level of qualification required – essential/desirable

Essential

Full UK driving license

Desirable

- Experience of delivering training using a variety of methods.
- Existing Technical Training and/or Coaching experience
- Recognised teaching qualification (e.g. PTLLS, CertEd, Training Qualification)
- IOSH or NEBOSH

Knowledge and Skills

- Experience in leading teams
- Delivery of learning through different tools and methods
- Familiar with modern training techniques ie coaching, mentoring, technology based, on the job, e-learning, workshops and in classroom
- Awareness of inclusive assessment methods
- Ability to plan, multi-task and manage time effectively
- Strong writing and record keeping ability for reports and training
- Resource Management – scheduling of work and allocating resource
- Identifying, creating and applying standards and processes

Personal Qualities/Behavioural Skills

- Demonstrates commitment to their own professional expertise and keeps up to date with the latest developments; undertaking training and development directly relevant to the profession, attending internal and external training as required
- Demonstrates an outgoing, enthusiastic, and confident personality with a pro-active 'can do' attitude
- Embraces change
- Customer focused with a desire to engage and partner with people
- Creativity and curiosity for innovation
- Desire and ability to learn and develop others through a continuous improvement mindset
- Drive and Enthusiasm to take on new ways of working/standards and champion their use
- Forward thinking and proactive when looking at training opportunities
- Comfortable in questioning and challenging the status quo

Communication

- Excellent communication skills, both written and oral at a technical level
- Confident, clear, and engaging when presenting to groups
- Ability to communicate at all levels within the organisation
- Coach and influence others
- Uses accessible language and communication; checks understanding of others
- Encourages and supports learners through a range of communication styles

Compliance

- Process and compliance focus with good attention to detail
- Champions safety at all times



JOB DESCRIPTION

Job Title	Logistics Instructor
Reporting To:	L&D Team Lead – Operational Excellence
Location	We will require a team of Instructors to be based at Teesport and a smaller team of Instructors at Groveport as their primary locations, you may be required to travel in order to support other areas as part of an instructor team.
Hours of Work	35hours
Date Reviewed	July 2022

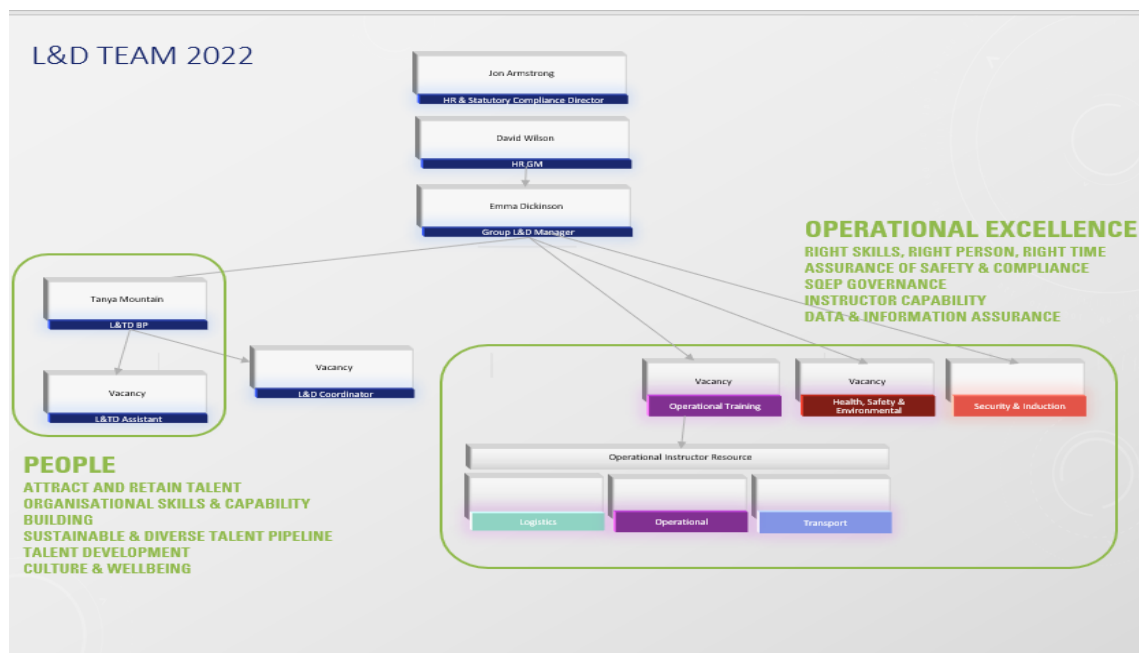
OVERALL PURPOSE OF ROLE

Reporting to the L&D Team Lead for Operational Excellence; design and deliver engaging and informative logistics training as part of our Operational Excellence transformation across the PD Ports group.

Work with a team of Instructors to deliver training on Counterbalance, Flexi, Reach Stacker, Scissor Lift, Harness and 5th Wheel Shunt Unit.

Input into the development and deployment of logistics programmes; driving consistency and best practice across our training delivery; providing assurance to the business and underpinned by a robust training needs analysis process.

Reporting Structure



Communication – internally and externally

Internally

Departmental Managers
Group Employees
Trade Union learning Representatives

Externally

Educational Providers
Training Providers
Logistics Academy

Primary Duties and Responsibilities

Support the implementation of a group wide Learning & Development strategy by providing the skills training needed to develop and deploy our current and future workforce.

- Input into the design and development of a new L&D Training facility
- Develop ways of working that builds relationships with our internal customers
- Deliver logistics training to ensure individuals and teams have the capabilities they need to undertake our operations safely and competently.
- Work in collaboration with other experts (internal and external) to continually improve our Logistics curriculum
- Work with the wider Learning and Development team to support attraction and induction of new talent
- Provide a supportive and engaging learning environment

Training Curriculums

- Provide guidance and mentoring to groups of learners in order to train, monitor and assess skills and competency
- Deliver training in existing working practices, methods, and procedures in line with Company Policy
- Keep up to date with new training practices and equipment; identify and develop new training solutions that meet the continued needs of the business
- Evaluate the effectiveness of training on staff development and suggest ideas for continual improvement
- Prepare, develop and carry out practical and theoretical training and assessments
- Ensure assessment strategies are inclusive
- Prepare learner progress reports in respect of training carried out
- Provide advice and guidance to assist in the procurement of training from external providers

Health and safety issues/physical demands relating to the role

Demonstrate PD Ports Health, Safety and Environmental culture, policies, and procedures

Maintain own professional expertise and keep up to date with the latest developments; undertaking training and development directly relevant to the profession, attending internal and external training as required

The role may require the job incumbent to work across the PD Ports group

There are no specific physical demands/requirements associated with this role.

Person Specification

Level of qualification required – essential/desirable

Essential

Forklift truck operator certificate and minimum of 6 months forklift truck experience

Desirable

Experience of delivering training using a variety of methods.

Existing Train the Trainer and/or Coaching experience

Previous knowledge and experience of working in a Warehousing environment

Instructional certification such as ITSSAR or RTITB or be willing to undertake training to achieve certification

Knowledge and Skills

- Understanding of learning through different tools and methods
- Appreciation of modern training techniques ie coaching, mentoring, technology based, on the job, e-learning, workshops and in classroom
- Awareness of inclusive assessment methods
- Ability to plan, multi-task and manage time effectively
- Strong writing and record keeping ability for reports and training
- Identifying, creating, and applying standards and processes
- IT Skills

Personal Qualities/Behavioural Skills

- Demonstrates an outgoing, enthusiastic, and confident personality with a pro-active 'can do' attitude
- Embraces change
- Customer focused with a desire to engage and develop our people
- Creativity and curiosity for innovation
- Desire and ability to learn through a continuous improvement mindset
- Drive and Enthusiasm to take on new ways of working/standards and champion their use
- Forward thinking and proactive when looking at training opportunities
- Comfortable in questioning and challenging the status quo

Communication

- Good communication skills, both written and oral at a technical level
- Confident, clear, and engaging when presenting to groups
- Coaches and helps others
- Uses accessible language and communication; checks understanding of others
- Encourages and supports learners through a range of communication styles

Compliance

- Process and compliance focus with good attention to detail
- Champions safety at all times



JOB DESCRIPTION

Job Title	Operational Instructor
Reporting To:	L&D Team Lead – Operational Excellence
Location	We will require a team of Instructors to be based at Teesport and a smaller team of Instructors at Groveport as their primary locations, you may be required to travel in order to support other areas as part of an instructor team.
Hours of Work	35hours
Date Reviewed	July 2022

OVERALL PURPOSE OF ROLE

Reporting to the L&D Team Lead for Operational Excellence; assist in the development and delivery of Operational and Technical curriculums that support our Port Operations. Instructors will be split to have a primary skillset in either Cranes or Operational Plant and Equipment; however, will work towards a multi skill model and support development in all areas.

Reporting Structure



Primary Duties and Responsibilities

Support the implementation of a group wide Learning & Development strategy by providing the skills training needed to develop and deploy our current and future workforce.

- Input into the design and development of a new L&D Training facility
- Develop ways of working that builds relationships with our internal customers
- Deliver operational and technical training to ensure individuals and teams have the capabilities they need to undertake our operations safely and competently.
- Work in collaboration with other experts (internal and external) to continually improve our Op Ex curriculum
- Work with the wider Learning and Development team to support attraction and induction of new talent
- Provide a supportive and engaging learning environment

Training Curriculum

- Provide guidance and mentoring to groups of learners in order to train, monitor and assess skills and competency
- Deliver training in existing working practices, methods, and procedures in line with Company Policy
- Keep up to date with new training practices and equipment; identify and develop new training solutions that meet the continued needs of the business
- Evaluate the effectiveness of training on staff development and suggest ideas for continual improvement
- Prepare, develop and carry out practical and theoretical training and assessments
- Ensure assessment strategies are inclusive
- Prepare learner progress reports in respect of training carried out
- Provide advice and guidance to assist in the procurement of training from external providers

Health and safety issues/physical demands relating to the role

The role may require the job incumbent to work across the PD Ports group

There are no specific physical demands/requirements associated with this role.

Level of qualification required – essential/desirable

Essential

Desirable

- Experience of delivering training using a variety of methods.
- Existing Train the Trainer and/or Coaching experience
- Previous knowledge and experience of working in a Operational or Port environment
- Instructional certification such as ITSSAR or RTITB or be willing to undertake training to achieve certification

Knowledge and Skills

- Understanding of learning through different tools and methods
- Appreciation of modern training techniques ie coaching, mentoring, technology based, on the job, e-learning, workshops and in classroom
- Awareness of inclusive assessment methods
- Ability to plan, multi-task and manage time effectively
- Strong writing and record keeping ability for reports and training
- Identifying, creating, and applying standards and processes
- IT Skills

Personal Qualities/Behavioural Skills

- Demonstrate commitment in maintaining own professional expertise and keep up to date with the latest developments; undertaking training and development directly relevant to the profession, attending internal and external training as required
- Demonstrates an outgoing, enthusiastic, and confident personality with a pro-active 'can do' attitude
- Embraces change
- Customer focused with a desire to engage and develop our people
- Creativity and curiosity for innovation
- Desire and ability to learn through a continuous improvement mindset
- Drive and Enthusiasm to take on new ways of working/standards and champion their use
- Forward thinking and proactive when looking at training opportunities
- Comfortable in questioning and challenging the status quo

Communication

- Good communication skills, both written and oral at a technical level
- Confident, clear, and engaging when presenting to groups
- Coaches and helps others
- Uses accessible language and communication; checks understanding of others
- Encourages and supports learners through a range of communication styles

Compliance

- Process and compliance focus with good attention to detail
- Champions safety at all times