

JOB PROFILE

Post Title: Trainer

Service: Human Resources

This post is part of the Workforce Development Team in Human Resources. The post holder will develop and deliver a range of training primarily to staff working in Community Health & Social Care and Children's Services but also to staff working across the Council and for partner organisations.

Job Purpose:

- To deliver a range of accredited training such as People and Children Handling (including single-handed care), Safety Intervention, Epilepsy, etc.
- Together with the Health & Safety Manager, to consider the implications and implementation of new/updated relevant legislation and contribute to the review of relevant policies and procedures.
- To contribute to restraint reduction monitoring and auditing to ensure the Council meets the standards for ongoing restraint reduction training re-accreditation.
- To assess and advise on complex moving and handling risk assessments and contribute to devising care plans and standard operating procedures to minimise the risks to all involved.
- To provide specialist advice, motivational and technical support and information around moving and handling and the prevention and management of violence and aggression.
- To deliver high-quality core health & social care and education staff training programmes in a variety of locations eg. Child Protection, Adult Support & Protection, Palliative Care, Dementia Awareness, Person Centred Planning, Lone Working Social Care practice and other priority areas as required.
- To develop training in accordance with regulatory requirements, SSSC codes of Practice and National Care Standards.
- To develop and deliver, in consultation with the Health & Safety Manager, any appropriate health and safety training to meet the Council's training requirements.
- To produce course outlines, timetables and training materials as required.
- To ensure that the Workforce Development training venue and equipment is secure, well maintained, replenished and supports the needs of learners. To identify when new resources or equipment is required and report any issues to line manager.

- To act as a keyholder for the Workforce Development training venue, ensuring day-to-day security of the room and appropriate access for learners. Contributing to updating the venue risk assessment as and when required.
- To respond to the varying needs of course participants in a flexible way to enable them to understand the content, context and how to apply their learning into the workplace. This can include young and inexperienced Modern Apprentices, etc.
- To deliver virtual/online training, using Teams or other digital platforms as required. To adapt training content and style to ensure learner engagement.
- Along with the Team Leader, Workforce Development, to carry out training evaluations and amend/re-develop courses as required.
- To promote additional support for learning (ASL) and health & social care good practice and standards through all aspects of the work. To protect the rights and promote the interests of pupils, service users and carers, and maintain trust and confidence.
- To lead and support the in-house Trainer groups to ensure consistency of training, quality assurance and best training practice. May undertake joint training sessions with staff from other organisations.
- To participate in inter-agency Trainer forums eg. Child Protection, as required.
- To act as the subject expert and work with the team's E-learning Developer to develop e-learning course content to support blended learning where appropriate.
- To undertake ongoing CPD and any further training or assessment required, in order to gain or maintain professional certification eg. Scottish Manual Handling Forum conference.

From time to time the Council may require the post holder to undertake duties outside those specified.

PERSON SPECIFICATION

Post Title: Trainer

Service: Human Resources

This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment & selection process we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **Excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's Values, please visit the Shetland Islands Council's website and search for 'Our Values'

Additional post specific attributes are set out below;

	Essential	Desirable
Personal Features and Qualities	Confident with excellent presentation and communication skills	
	Flexibility to respond to individual learner needs and service requirements	
	Confidence to challenge poor practice standards and attitudes when it presents	
	Self-motivated and the ability to encourage and motivate others	
	Honest and dependable.	

	Ability to maintain confidentiality	
	Physically fit	
Relevant Experience	Relevant up-to-date occupational expertise/experience in the areas of training being delivered e.g. in Social Care, Additional Support for Learning (ASL), Nursing, Midwifery or Allied Health Professions	
Education/qualifications	Possession of a degree/SVQ4 (SCQF9) or equivalent qualification	NEBOSH Certificate or equivalent
	Possession of a RoSPA Level 4 Safer People Handling Instructor and Risk Assessor Certificate or equivalent plus a RoSPA Children Handling Instructor and Risk Assessor Certificate or equivalent or the ability to achieve as soon as practicable	
	Certificated Safety Intervention Foundation trainer or the ability to achieve as soon as practicable	
Skills, Abilities and Knowledge	A strong understanding of the health & social care and/or support for learning sector	Knowledge of training evaluation
	Good knowledge of and ability to update on trends in good training practice	
	Good knowledge of current health & social care and/or support for learning theory and how this links to practice	
	Ability to work with and support other trainers.	
	Agile delivery style to accommodate others	
	Ability to develop new short courses in accordance with	

customer requirements, National
Care Standards and health and
safety legislation

Good assessment skills

Good IT skills

Ability to travel throughout
Shetland at short notice and
where public transport is limited

Allowances: Distant Islands Allowance	PVG Membership: -
Evaluated Grade: Career Grade H-I	Disclosure Check: -
Date of Evaluation: 24/03/2016	Date of Last Amendment: 26/08/2025