

TRAINING DEVELOPMENT LEADER

JOB DESCRIPTION

| | |
|------------------------|---|
| Job title | Training Development Leader |
| Department | Propertymark Academy |
| Office location | Arbon House, 6 Tournament Court, Warwick, CV34 6LG |
| Responsible for | Development and Maintenance of Training |
| Salary | c£30K |
| Reporting to | Centre Manager |

JOB PURPOSE

The primary focus of the role is to work with subject matter experts and trainers to develop training materials that support a range of courses delivered at foundation, intermediate and advanced levels.

The courses developed support and attract student members, professional members and their colleagues to develop their professional competency levels supporting both regulated qualifications and ongoing knowledge and skills development for CPD purposes.

Courses developed embrace a range of delivery methodologies including a combination of traditional classroom settings, e-learning modules, and other innovative methods to cater to a diverse audience ensuring the very best quality in both content and delivery.

Main Duties and Responsibilities:

- Management of Training development team including:
 - Ensuring organisation strategy is clearly understood by development team.
 - Setting targets and monitoring performance in the development team.
- Training Programmes:
 - Work with subject matter experts to develop and deliver training solutions that meet the needs of members, student and the property industry students.
 - Support the evaluation of training effectiveness including feedback loops with learners, subject matter experts, and other stakeholders to continually enhance the quality of training programs.
 - Work with awarding body to accredit training programmes.
- Work with subject matter experts to develop course materials including:
 - Ensure trainers and subject matter experts have current and relevant knowledge and skills.
 - Manage the development of training materials following a quality assurance process to ensure courses are current, fit for purpose and meet the needs of industry with a commitment to staying abreast of industry trends, incorporating learner feedback, and regularly updating training content.
 - Annually, or as required following changes to industry practices or processes, review the training materials with subject matter experts to ensure the training materials reflect current practices, processes, legislation and are fit for purpose.

- Proofread and edit to support branding requirements of materials.
- Ensure that materials are accessible to diverse range of learners and address different learning styles.
- Apply modern instructional design principles to create engaging and effective learning experiences. Examples include multimedia, interactive elements, or gamification.
- Learning Management System:
 - Take responsibility for developing & maintaining a LMS which is easy to use and enhances the experience of the student/learner.
- Support Budget Management:
 - Process any invoices and purchase orders in line with predefined budgets.
- Attend conferences to promote the availability of CPD training activities and student learner programmes leading to qualification and professional body membership where required.
- Any other duties in line with the level of responsibility, dependent upon business priorities.

Key Working Relationships:

- Academy Team
- Propertymark Qualifications Awarding Body
- Members, learners
- Subject matter experts and trainers

Job Requirement / Skills:

- Proven track record of training program development & management across a range of methodologies.
- Comfortable with technology including and managing a Learning Management System and virtual learning environment platforms.
- Confident in creating and maintaining effective working relationships across internal and external stakeholders.
- Exceptional organisation, planning, and time management skills.
- Strong presentation, communication, and collaboration skills.
- Demonstration of continuous learning to stay abreast of industry trends in education and training.
- Accuracy and an eye for detail.

Education / Experience:

- Professional experience as a training specialist or similar role (essential).
- Qualifications in education or training e.g. Level 4 Certificate in Education and Training (CTLLS) (desirable).
- Knowledge of the property industry (desirable).