



Training Officer

UKRI – NERC – BGS

Keyworth, Nottingham

£30,357 to £32,997 per annum (pro-rata)

Part Time – 22.2 hours a week (a range of flexible working options may be available)

Permanent Appointment

About us

The British Geological Survey (BGS) is an applied geoscience research centre that is housed in UK Research and Innovation (UKRI) and affiliated to the Natural Environment Research Council (NERC). It is a world leading geological survey that provides a core science mission to inform government of science related to the subsurface and its interfaces and also undertakes applied research for solutions to earth and environmental processes, both in the UK and globally. It is funded directly by UKRI as well as through research grants and via private sector contracts.

BGS has an annual budget of approximately £60 million and employs 650 people. It has two main sites, a head office in Keyworth near Nottingham and the Lyell Centre, which is a joint collaboration with Heriot Watt University in Edinburgh. BGS works with more than 150 private sector organisations as well as having close links with 40 universities and sponsors approximately 100 PhD students each year.

A vacancy has arisen for a flexible and highly motivated part-time Training Officer to join the Learning and Development Team based at our headquarters in Keyworth in Nottingham.

About the role

With proven experience of and a passion for Learning and Development, your work will include:

- To identify and provide comprehensive learning and organisational development activities for BGS in conjunction and consultation with managers across the organisation to enable everyone to fulfil their potential and meet business objectives.
- To design and deliver appropriate organisational development interventions to engage and develop the BGS workforce.
- To promote a culture of learning across BGS and provide support to managers and employees, through appropriate learning strategies, to deliver a high quality and innovative Learning and Development service in line with the needs of the organisation.

About you

Are you enthusiastic, well organised and approachable? BGS are looking for a part-time Training Officer to join and work as part of a small team of L&D professionals.



Your role will be to support the organisation with a varied range of learning and organisational development activities.

You will be expected, on occasion, to travel to other BGS offices.

What we offer

A generous benefits package is also offered, including a very competitive pension scheme, 30 days annual leave (pro rata) plus bank holidays and access to flexi-time.

Please note that any internal BGS staff applying for this post would, if successful, be appointed to new UKRI Terms and Conditions and pay.

How to Apply

Applicants are required to include a cover letter outlining their suitability for this role. We would stress the importance of this paperwork in our selection process. **A well thought through application addressing the advertised essential and desirable criteria for the post will be considered far more favourably than a generic covering letter and CV.**

Applications are being handled by UK Shared Business Services, to apply please visit our job board at http://www.topcareer.jobs/Vacancy/irc247286_8856.aspx

Applicants who are unable to apply online should contact us by telephone on +44 (0)1793 867000.

Closing date for receipt of applications is **Wednesday 14 November 2018**. Interviews will be held on or around 12 December 2018.

BGS provides a range of flexible working options including flexible working patterns, compressed hours and home working so if you have a need for flexibility, please raise this in the recruitment process when your needs, balanced with the requirements of the role, will be fully considered.

Our vision at the British Geological Survey is to be a global geological survey, working with new technology and data to understand and forecast the geological processes that matter to people's lives and livelihoods. To achieve that vision we need to nurture our people, providing the best working conditions and facilities in an inclusive and flexible environment.

We are committed to promoting equality and diversity across our organisation as well as across all areas of our science community. As such, we aim to have a workforce with employees from all backgrounds with people who are passionate about earth science and who share our commitment to work for the good of the environment and the benefit of society.

People with disabilities and those from ethnic minorities are currently under-represented and their applications are particularly welcome. There is a guaranteed Interview scheme for suitable candidates with disabilities.

The British Geological Survey is an Investors in People organisation and has achieved Bronze status for Athena SWAN – a scheme that recognises an organisation's commitment and progress in developing a diverse and inclusive workforce.



Specific Skills Criteria		
	<i>Essential</i>	<i>Desirable</i>
QUALIFICATIONS	<ul style="list-style-type: none"> • Formal training qualification (e.g. CIPD) or equivalent Learning and Development qualification • Psychometric testing training 	<ul style="list-style-type: none"> • Experience of using psychometrics in a working environment
EXPERIENCE	<ul style="list-style-type: none"> • Minimum of 5 years work experience in a training department • Experience of designing, delivering and maintaining training materials • Plan, implement and manage a core provision of employee development programmes • Delivering training courses • Analyse and identify current and future development needs of both the individual and BGS • Facilitate group and team sessions to enable appropriate L&D solutions to meet business requirements • Relationship management and procurement of training providers • Contribution to the development of learning and organisational strategies and plans • Building an annual training programme 	<ul style="list-style-type: none"> • Work experience in both a private and public sector environment • Experience of working in collaboration with external suppliers.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of Microsoft Office – in particular Word and Excel • Knowledge of e-learning design • Knowledge of evaluation processes • Experience of performance management systems • Familiarity of talent management and succession planning • Familiarity with traditional and modern training methods, tools and techniques 	<ul style="list-style-type: none"> • Knowledge of the work of BGS and its core values • Good working knowledge of Microsoft Outlook • Knowledge of cost-benefit analysis and calculating return on investment



SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Effective verbal and written communication skills • Ability to plan, design and deliver training events • Good attention to detail • Confident in the use of a range of IT applications and systems • Ability to work unsupervised • Ability to work with a variety of teams, and to participate as a team member • Flexible approach • Ability to adapt to changing priorities • Ability to prioritise work and meet tight deadlines 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Professional and proactive • Can do attitude and approachable • Well organised and logical • Willingness to help colleagues • Able to respect confidentiality • Enthusiastic • Promotes diversity • Able to travel off-site as and when required 	
MOTIVATION	<ul style="list-style-type: none"> • Demonstrates an interest in the work of BGS, NERC and UKRI • Displays an enthusiasm for Learning and Development • Demonstrates an interest in their own Continuous Professional Development 	

