

1 Advertisement

Post Title: Training Development Consultant x 2

School/department: Doctoral School, Research & Enterprise Service

Hours: Full-time. Requests for flexible working options will be considered subject to business needs)

Location: Falmer House / Hybrid

Contract: Fixed term until 31 July 2023

Reference: 10714 & 10715

Salary: starting at £ 36,333 to £43,155 per annum, pro rata if part time

Placed on: 17 April 2023

Closing date: 08 May 2023

Expected interview date: To be confirmed

Expected start date: As soon as possible

We are seeking candidates for two fixed-term positions to develop a suite of training content for an institution-wide programme of postgraduate researcher (PGR) supervisor training.

You will work as a team, building on data already gathered and supplementing this with subject-specific insights from your own experience and research of sector best practice to devise a combination of content to be delivered via an online module and content to be delivered in a workshop setting, all with an eye to the sustainability of both the content and its delivery.

You will engage with stakeholders across the institution via a variety of channels to ensure the development of content which is both informative and engaging, including working with a dedicated Task & Finish group of representatives from key stakeholder groups.

Please contact Prof. Jeremy Niven (Dean of the Doctoral School; J.E.Niven@sussex.ac.uk) for informal enquiries.

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at <http://www.sussex.ac.uk/staff/research/>.

3. Job Description

Job Description for the post of: Training Development Consultant

Department: Research & Enterprise Services

Section/Unit/School: Doctoral School

Location: Falmer House/Hybrid

Grade: 7

Responsible to: Head of the Doctoral School

Responsible for: n/a

To develop a suite of training materials and delivery plans for the relevant specialist area (the supervisors of doctoral researchers), and to provide expert advice and insight on the appropriate mode of delivery and content of the materials. To consult with key stakeholders and formulate recommendations to maximise the target audience's engagement and the effectiveness of the training. To utilise knowledge and networks to benchmark the training against sector best practice and make recommendations about the evaluation of the training following implementation.

PRINCIPAL ACCOUNTABILITIES

- To provide, collate and present expert information, advice and guidance on the content and delivery of training in the relevant specialist area.
- To recommend to key managers, operational teams and stakeholders improvements to training activities in the specific area of expertise.
- To evaluate training needs and identify potential issues; to provide options and recommend solutions and future developments; and to liaise closely with relevant operational teams.
- Support the implementation of agreed training solutions through planning and project management.

KEY RESPONSIBILITIES

- Lead the design and delivery of training materials, where appropriate.
- Extract key findings from quantitative and qualitative data to inform interventions (e.g. workshops, focus groups, interviews etc.).
- Design and evaluate interventions linked to the project or that are already running within the University.
- Develop and maintain effective relationships across the organisation to engender confidence and trust in the advice provided at all stakeholder levels.
- Provide advice to key managers and academic leads on best practice based on regularly updated knowledge within own area of expertise.

- Through close collaboration with the relevant management team, identify and document the specific training needs to be addressed, and provide coaching and guidance at leadership level to help to articulate and research potential solutions.
- Identify options and make recommendations to address the specified training needs.
- Provide expertise and support in understanding the impact of the recommended action and help to build plans for implementation.
- Support managers and academic leads on the production and maintenance of project plans for training implementation and ensure that these are shared with key stakeholders.
- Work closely with relevant teams across the organisation encouraging sharing of best practice and collaboration in improving processes and procedures.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Head of the Doctoral School, working under general direction within a clear framework the post holder will manage their own work to achieve their agreed objectives. The role holder will play a key role in supporting the Divisional leadership team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Educated to the undergraduate level, or other equivalent qualification or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).
2. Effective planning and organisational skills, including project management.
3. Well-developed interpersonal skills with the ability to quickly build rapport with the ability to effectively influence other in area of expertise, effectively contribute to team working.
4. Effective oral and written communications skills to work with colleagues and stakeholders providing information and responding to questions and queries, with the ability to present complex ideas in a way that can be understood by most employees.
5. Ability to work flexibly within a small team and on own initiative.
6. Competent IT skills to effectively manage own workload (MS Suite). Experience using functional databases.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Working knowledge of social/clinical psychology, sociology or higher education.
2. Experience in working with qualitative data obtained through interview and thematic analysis/grounded theory.
3. Familiarity with concepts related to interpersonal communication (e.g. coordinated management of meaning) or psychoeducation (e.g. transactional analysis).

DESIRABLE CRITERIA

1. Experience in working with training interventions, such as workshops.
2. Experience in evaluating training interventions, such as workshops.
3. Experience with psychoeducation or systemic thinking.
4. Experience of developing training workshops and materials related to mental health and/or interpersonal conflict.