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| Position title | Health, Safety & Transport Trainer |
| Date | April 2024Click here to enter text. |
| Line Manager title | Learning & Development Lead – H&S Operations |
| Grade | 10 |

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| Purpose |

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| To identify, plan, organise, develop and deliver Health, Safety and Transport training courses across SUEZ, which will develop our workforce to be competent in applying the principles by following a framework of development in their specific job role delivering training to meet organisational objectives, complying with legal standards, and contribute to reducing incidents and damage to property, whilst aligning with the organisations critical success factors and values. |

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| Key responsibilities |

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| * With support from the Learning & Development Lead – H&S Operations, ensure that the training content, course material and course delivery are of a high standard and are in line with the corporate image.
* Arrange and deliver practical and engaging health, safety & transport training as specified by our management system and in line with the employee’s job role.
* Build strong and positive relationship with key stakeholders to ensure full participation and attendance to all training course which will in effect raise the safety standards within SUEZ R&R
* Ensure that you provide & maintain training data including attendance, training needs and use PDR learning requirements to support and deliver training as required throughout the year.
* Assist in the analysis of performance data (including incidents) to identify improvements to existing learning approaches and packages, as well as ensure effective organisation of training delivery against business needs.
* Maintaining a professional qualification to deliver Health, Safety and Transport training, and ensure that all training and assessments comply with relevant statutory regulations and internally set guidelines and standards.
* Input into the regular review of policies and procedures which relate to health, safety and transport to ensure compliance with updated regulations, external standards and best practices and identifying the training needs.
* Input into the creation and review of training presentations and other training material as part of our continuous improvement approach
* Review of new technological or digital approaches by the business to determine any adaption to the training needs.
* Carry out any other duties as required by your line manager and inform the position holder of any shortcomings in procedures, plant or systems.
* Work closely with the training administration team to ensure all training records and training admin is kept up to date.
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| Key responsibilities [cont’d] |

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| Skills |

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| * Has a minimum of 3 years’ experience in a health and safety or transport related position and/or supervisory role where health and safety management was part of your responsibilities.
* Good communication skills and ability to communicate at all levels
* Self-management of activities and being able to prepare and plan lessons
* Strong instructional techniques, training and coaching skills for large and small group training skills
* Use of Microsoft Office packages: Office, Powerpoint, SharePoint, Outlook, Teams and Word
* Pragmatic to problem-solving and takes into account other stakeholders' input
* Can influence delegates through positive behaviours and safety-critical thinking
* Has a strong approach to organising workloads in a practical manner
* Has experience delivering classroom and remote/online training using presentations and Teams
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| Behaviours |

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| * Ethical in their approach to training delegates
* Act in a honest, responsible and respectful manner to others.
* Strong ability to work remotely and still participate within the team.
* Is adaptive to change.
* Offers a fair and balanced approach to training and recognises the needs of the delegates.
* A positive approach to work-related issues
* The ability to influence stakeholders diplomatically.
* Can build rapport with stakeholders and maintain good working relationships at all levels with a professional approach
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| Knowledge |

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| * Experience within the waste and recycling industry (or similar industry)
* A wide range of knowledge and experience of applying and supporting health, safety and transport related training programmes.
* Knowledge of LEAN principles would be desirable.
* An understanding of training needs analysis (TNA) development, course preparation and an understanding of training course evaluations.
* An understanding of the relevant legislation, Approved Codes of Practice (ACoP) and guidance relating to the industry, equipment and operations.
* Has knowledge of health and safety management systems.
* Candidate must maintain knowledge by monitoring any upcoming relevant legislation and training (e.g attend seminars, membership of relevant bodies etc)
* Has knowledge and understanding of human and organisational factors
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| Specific candidate requirements |

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| * A member of a professional register of approved trainers (such as NRI)
* Full UK Category C licence with up-to-date Driver CPC hours with DQC
* The ability to travel regionally to cover the desired areas where training will be delivered, which might incur overnight stays
* An affiliate member of IOSH (or similar)
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| Qualifications |

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| * IOSH Managing Safely as a minimum (working towards NEBOSH General Certificate)
* NVQ Level 3 award (PTTLS) in education and training (or working towards)
* First aid certificate (or working towards)
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**Please note:** The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.