



DESCRIPTION

An exciting NEW opportunity to join the SAM HR Team is available in a manufacturing environment based in Antrim.

Reporting to: HR Manager

Location: HR & Finance Office. 7 Orchard Close, Newpark Industrial Estate, Greystone Road, Antrim, BT41 2RZ

Job Responsibilities

Manage the delivery of training and development programmes including devising a training strategy for the organisation, analyse the return on investment of any training or development activity and identify training and development needs within an organisation through job analysis, appraisal schemes and regular consultation with line management and the HR team.

Design and expand training and development programmes based on the needs of the business and the individual.

Develop and deliver effective induction programmes.

Support the company appraisal process devising individual learning plans.

Produce training materials for in-house courses. Amending and revising programmes as necessary, in order to adapt to changes occurring in the work environment;

Support, monitor and review the progress of new starts during the company probationary period.

Ensure all statutory training requirements are met.

Support line managers and trainers solve specific training problems, either on a one-to-one basis or in groups;

Champion e-learning techniques, lead in the creation and delivery of e-learning packages.



Research new technologies and methodologies in workplace learning and presenting this research.

To help create a culture of Learning across the business through increased awareness of training needs.

Participate in relevant training when required.

Provide support to the HR team and any other duties as required.

Personnel Specification

Education: Minimum of HND or Degree in HR, Learning or Business related. A recognised trainer qualification may be an advantage.

Experience: Minimum of 1 year in an equivalent position at Officer level OR 3 years equivalent experience at HR Admin level. Experience of creating an e-learning system is preferable.

Special Skills & Qualities: The successful applicant must have a professional, confidential manner and have the ability to relate to and understand all areas of the business. You need to lead by example and strong presentation skills.

Circumstances: Must be flexible and be able to work early morning, late evenings or weekends as required. Flexibility to travel outside of NI will be required.

Package

Hours of Work: 42.5 hours per week inclusive of breaks. Monday - Friday 8.30am - 5pm.

Salary & Benefits: To be discussed at interview.

How to Apply

Please submit an up to date CV by Friday 12th February 2016 at 5pm to Roisin Moran, HR Officer.