

Training Officer

Service Centre - Terms of reference

Job description

JOB TITLE: Training officer

PURPOSE: Training officer is a specialist who develops, facilitates and supervises training programs including eTraining and eLearning offers. S/he assesses the needs, implements training and development plans, and facilitates a wide variety of training programs that enhance the effectiveness of both the workforce and the training services.

LOCATION: LifeWatch ERIC Service Centre premises in Lecce (Italy)

POSITION: Full-time, 12 months with the possibility of renewal on a yearly basis for a maximum of 48 months in total.

Main accountabilities

- I. Work under the supervision of the Interim Director of Service Centre;
- II. Directly report to the Service Centre for the continuous development of the LifeWatch ERIC Official eTraining and eLearning Catalogue and Platforms and for the quality check and development of the training material;
- III. Identify and assess the training needs of the organization through job analysis, career paths and consultation with managers.
- IV. Develop training manuals that target tangible results.
- V. Implement effective and purposeful training methods.

VI. Drive brand values and philosophy through all training and development activities.

VII. Effectively communicate with team members, trainers and management.

VIII. Create a curriculum to facilitate strategic training based on the organization goals.

IX. Select and manage resources, including working with both internal employees and training vendors to develop and deliver training.

X. Collaborate with the technical personnel required to develop, manage and deliver training.

XI. Keep abreast of training trends, developments and best practices.

The ideal candidate should meet the following requirements

- Have a university degree or equivalent qualifications, with, preferably, a background in Biological and Environmental Sciences, Social Sciences and Humanities or equivalent.
- A minimum of 3-year experience in training and development management.
- Excellent written, verbal and interpersonal communication skills.
- Critical thinker with innovative problem-solving skills.
- Highly computer literate and related business and communication tools.
- Familiar with traditional and modern training processes.
- Fantastic organizational and time management skills.
- Strategic and creative mindset.
- Be available to travel abroad for the specific working needs of this position.
- Fluency in written and spoken English.

The vacancy is subject to the following procedure

- A short covering letter and Curriculum Vitae* (EUROPASS format, 4 pages at the most) shall be written in English and addressed to the Service Centre Director using this form <https://zfrmz.eu/EAzBNLR9ABdGUncgjel> by 25th January 2021.
- Only shortlisted candidates will be re-contacted by 1st February 2021.



- Candidates may be called for an interview with the LifeWatch ERIC Service Centre Director and asked to undertake appropriate tests. Interviews will take place from **15-19 February 2021**.
- S/he will be appointed for a 12-month period. A competitive gross salary, 33.000€ – 38.000€ based on the qualifications and experience of the candidate, will be offered. Employment will be in Italy and will follow Italian employment law.
- Start date in the office for the appointed Training manager will be: **1st March 2021**.

** Special note for Italian market: According to Italian Privacy Protection Law n. 196/03 any resume not mentioning explicitly the following wording: 'I authorise the use of my personal data in accordance with Italian Privacy Protection Law (30/06/2003, n. 196/03)' will be automatically deleted from our database and consequently not taken into consideration.*