



Vacancy: Training & Development Lead

Applicant Pack

8 May 2024

Introduction

The Local Optical Committee Support Unit (LOCSU) was set up to support Local Optical Committees to fulfil their statutory functions and so that GOS contractors and performers can deliver NHS eye care effectively in their areas.

The People

LOCSU consists of a [small central team and a team of LOC advancement leads](#). Across the team we have a diverse mix of skills and experience with a proven track record of empowering LOCs and working with eye health leaders at all levels, with the ultimate aim to improve eye health and eye care across England.

Our shared purpose:

Our purpose is to support Local Optical Committees to fulfil their statutory functions well, so that GOS contractors and performers can deliver NHS eye care effectively in their areas.

Our shared vision:

Our vision is to make it easier for Local Optical Committees to function and maximise opportunities to improve primary eyecare in their areas.

Our shared values:

In doing so we will live our values of being: Professional, Transparent, Supportive, Proactive, Inclusive, Collaborative and Approachable.

We are seeking a highly skilled and enthusiastic colleague to join the LOCSU team in the role of Training & Development Lead to support the successful execution of the LOCSU forward plan. Through this role you will empower LOCs and colleagues through identifying and delivering training (including CPD) and development opportunities to upskill and facilitate best practice to ensure high quality services.

Within LOCSU we have a positive team culture and welcoming team. Our fabulous team embraces diversity, encourages shared learning, and does great work together.



Janice Foster, CEO



Zoe Richmond, Clinical Director

Are you looking for an opportunity to apply your experience and skills to help empower local leaders and colleagues?

Are you passionate about making a difference to people and contributing to improving the eye health of our population?

Do you want to work in a progressive organisation that embraces continuous improvement?

You will be invaluable to the LOCSU team as we seek to recruit a training and development professional to ensure we fulfil our vision of making it easier for Local Optical Committees to function and maximise opportunities to provide primary eye care in their areas.

The Role...

Vacancy: Training & Development lead

Salary Scale: £37,000 – £42,000 based on experience

Hours: Full time, permanent

Location: Hybrid/remote with occasional travel across England

Purpose:

Scope, design, implement, and oversee comprehensive training programmes that align with LOCSU business objectives and promote growth and development. Playing a critical role in empowering primary eye care leaders of the future by identifying training needs, crafting engaging learning experiences, and, working with subject matter trainers where appropriate, facilitating and delivering accessible training sessions to enhance the skills and knowledge of LOCs and the LOCSU team. The role will contribute to the success of LOCs and LOCSU, ensuring they are equipped with the necessary business and personal skills and knowledge to thrive in the diverse roles within primary eye care.

Key Responsibilities:

- Collaborating with LOCSU leadership, and LOCs, to identify gaps in knowledge and skills among LOCs and the LOCSU team, to develop comprehensive training strategies that prioritise training initiatives that address critical areas for professional growth and development, fostering a culture of continuous learning and best practice. Including development of a self-assessment tool to assist ongoing identification and understanding of training needs and skills gaps.
- Scope existing training courses, materials, and opportunities, identifying and utilising/signposting to relevant existing materials and maximising funded places to ensure value for money.
- Design engaging training materials tailored to the specific needs of LOCs and LOCSU staff, identifying appropriate format to ensure accessibility and interest. This may include developing presentations, manuals, online resources such as toolkits, and interactive activities; empowering LOCs through training materials that can be tailored and/or replicated at a local and regional level.

- Lead accessible and inclusive training sessions for LOCs and LOCSU staff, utilising a variety of delivery methods such as workshops, webinars, and in person sessions. Facilitate discussions, case studies, peer networks and ongoing support.
- Source, coordinate, and liaise with subject matter experts and to ensure a high quality, training offer from external trainers, where appropriate.
- Maintain and expand the range of accredited/CPD training offered by LOCSU, working alongside the GOC as a key stakeholder, and support LOCs in delivery of CPD training for their members; with guardianship of the LOCSU flagship LOC induction and leadership training.
- Build strong relationships with LOCs, sector partners, education providers/universities, and other stakeholders to stay informed about training and sector trends, contribute to workforce planning and development discussions, and collaborate with external partners to leverage expertise and resources for training initiatives.
- In partnership with the Communications and Engagement Lead, elevate awareness of LOCSU (and LOC) training, develop and maintain an LOC training and development hub and LOCSU training platforms, and plan and execute a rolling training events programme for LOCs, including leading the training and development elements of regional and national conferences.
- In partnership with the Data Insight and Information Officer, develop evaluation criteria to assess the effectiveness of training programmes to continuously refine training initiatives to ensure they meet the evolving needs of LOCs.

Who...

A strong team comprises a diverse blend of individuals, with a good mix of professional expertise, and we are looking to further enhance the existing strong skills mix within the LOCSU team. We are keen to attract applicants from a wide range of backgrounds. With a strong focus on inclusion for all.

Role specific experience/skills:

- Proven track record in undertaking knowledge and skills analysis within organisations, identifying and prioritising learning needs that address critical areas for professional growth.
- Able to design and develop engaging training materials to meet programme objectives, tailored to the specific needs of diverse audiences, with demonstrable understanding of EDI and varying education needs.
- Strong facilitation skills, with the ability to adapt style, engage, inspire, and motivate, whether virtual or in-person, to ensure accessibility and interest.
- An experienced trainer (minimum 3 years), who has developed and maintained their training skills, such as through attending 'train the trainer' courses, with the ability to deliver high quality training that is inclusive and tailored to different audiences.

- A good understanding of CPD requirements, accredited training delivery and different approaches and platforms. Experience collaborating with higher learning providers, regulators, and professional bodies an advantage.
- Demonstrated success in collaborating with external partners to leverage expertise and resources for training initiatives.
- Proficiency in planning, coordinating, and executing a rolling programme of training events, and experience of sourcing and coordinating external subject matter trainers where appropriate.
- Understanding of NHS and/or public sector and accreditation requirements of regulated professionals (particularly eye care) an advantage.

All staff skills/qualities:

- Excellent communications skills (written and verbal), proficient in SharePoint, Outlook, PowerPoint, Word, Excel, virtual meeting platforms.
- Enthusiastic, friendly, and helpful team player that is solution focussed and ready to support others to succeed and desire to 'make it easy' for all colleagues and customers.
- Proactive, with a positive 'can do' attitude and a desire to strive for self-improvement.
- Highly motivated and flexible problem solver who can adapt to change quickly.
- Able to work autonomously and create a vision for their own area of work, explaining how this fits with the overall strategy.
- Ability and flexibility to travel in England for team and LOC meetings, including some evening meetings.
- Excellent relationship development and management skills with a focus on providing high quality customer service.
- Excellent problem-solving skills including understanding how a national support unit can complement and enhance regional teams.
- Experience working in a fast-paced environment with multiple stakeholders and, sometimes, conflicting priorities.
- Proven track record in taking ownership and identifying opportunities for innovation.
- Act as project lead where required and provide appropriate partnership, leadership, support, and training in own subject matter.
- Facilitate and demonstrate LOCSU value proposition and drive confidence in services.
- Support whole LOCSU team with ad hoc tasks where required to ensure overall business objectives are met.
- Ability to manage confidential and sensitive information.
- Used to working to deadlines, prioritising workload, working on multiple projects and tasks at the same time.

Want... more information?

For an informal discussion about the opportunity, please contact:

CEO, Janice Foster jfoster@locsu.co.uk

Clinical Director, Zoe Richmond zrichmond@locsu.co.uk

How...

Applicants are invited to submit their CV with an accompanying covering letter (no longer than two A4 pages) outlining their suitability for the role. It is important that your application demonstrates your skills and experience to fulfil the criteria as detailed in the specification.

Applications should be emailed to info@locsu.co.uk no later than 9 AM on 20th of May.

Further information

Process of appointment

Appointment will be on merit, with applications short-listed following submission of a covering letter and CV and then competencies assessed at interview.

We are interested in hearing from a wide range of applicants with a variety of experience and backgrounds.

Application to be sent

No later than 9 AM on 20th of May.

Shortlisted applicants will be informed by COP on 21st May.

Interview:

Virtual interviews (Teams) will be held on 28th of May.

The interview will consist of a 10 minute presentation, with 5 minutes for Q&A immediately leading into a 30 minute panel interview which will allow time for applicants to bring their question. Total time no more than 45mins.

If you are unavailable for interview on 28 May, please advise when applying. Alternative arrangements may be possible by exception only.

Benefits package:

As a small organisation, it is important that LOCSU consider additional benefits to both attract and retain staff in a competitive market. To supplement direct salary payments, LOCSU has a range of published benefits which have been developed over the past few years. The benefit offer is for employees only and the current offer is as detailed below:
Financial and Life Planning

- Pension (3% employee contributions/5% employer or 5% employee contribution/7% employer)
- Annual Pension Planning Meeting.
- Life Assurance – 4 x salary.
- Interest Free Season Ticket Loan.

Rewards/Benefits package

- Access to Rewards Gateway, a benefits organisation that provides savings with many big brands and cash back options as well as wellbeing, exercise and celebration hubs and advice and support.

Health and Wellbeing

- Optical (Eye care and Optical Appliance) – reimbursement of up to £50 on sight tests, plus up to £150 contribution toward new optical appliance due to prescription change.
- Occupational Sick Pay.
- Employee Assistance Programme with Legal and General.

Time and Work Life Balance

- Holidays – 26 days annual holiday entitlement, with an additional day after 2 years and again at 4 capped at 28.
- LOCSU day – additional 1 day leave to be taken within the employee birthday month.
- Flexible choice – option to buy additional holiday.
- Career Break policy.
- Flexible working – varying start and finish times, core 7 hours per day.
- Hybrid/home working.

Career Development

- Funded training and development opportunities – agreed to support personal development and enhance skills and knowledge to further career.
- Protected learning and development time – dedicated hours to progress training and personal development skills.