



Learning & Development Manager

AVK UK LIMITED

AVK UK Limited is part of the AVK Group, who are market leaders in the supply of valves, fittings and flow control equipment to the Water, Waste Water, Oil, Gas and Fire Protection industries throughout the world.

We have a vacancy for a dedicated and experienced Learning & Development Manager to join our HR team, based in Chesterfield with occasional travel, reporting to the Head of HR & Organisational Development.

Brief Overview:

The role of L&D Manager will have responsibility for developing and implementing the L&D strategy which links into our Group HR and Organisational Performance strategy and specifically the ongoing development of high levels of performance within our businesses.

Providing a best in class Multi site Learning and Development service. Including Training Management and facilitation and coordination organisational design.

The L&D Manager is an enabler to consistent sustainable performance and growth. They are the first point of contact for welcoming new employees and managers to the business. Leading the induction and onboarding program and via a variety of methods and techniques to enhance skills, knowledge and performance outcomes. Ultimately delivering high levels of engagement and successful AVK careers and delivering opportunity for success and driving business performance.

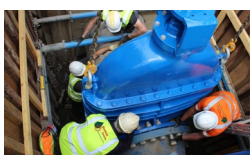
The primary tasks include, but are not limited to:-

- To manage all training needs and opportunities across the business. Ensuring all employees receive the appropriate training and are competent to carry out their duties.
- To drive succession planning throughout the organization highlighting flight risks, identifying risk roles and ensure there are plans in the place to ensure continuity in the key positions in the organisation.
- To manage the performance review process and management development program and report on the progress of employee's development.
- To develop manage and maintain a HR system including personal records training management and attendance functionality.

Qualifications and Skills:

The successful candidate will ideally be educated to Degree level with knowledge of Online e-learning development / delivery, Technical training development and delivery, Facilitation outcomes / embedding of learning management, Sales training, LMS Systems and ROI. You should be a self-motivated and have excellent attention to detail. If you have the above skills then we would like to hear from you.

Please apply in writing, including a full CV to:
Lee Foxall – Head of HR & Organisational Development
Email – careers@avkuk.co.uk



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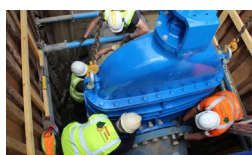
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Job Title Learning & Development Manager	Department: Human Resources
Reporting to: Head of HR	Responsible for: Learning, Technical Training, Development of talent.
<p>Other Working Relationships: UK HR team, MD'S, FD, Chairman, Steering Committee</p> <p>External : Chambers, Peninsula, External Training Providers, Recruiter Partners, Other HR professional bodies</p>	
<p>Main purpose of the job</p> <p>The role of L&D Manager will have responsibility for developing and implementing the L&D strategy which links into our Group HR and Organisational Performance strategy and specifically the ongoing development of high levels of performance within our businesses.</p> <p>Providing a best in class Multi site Learning and Development service. Including Training Management and facilitation and coordination organisational design.</p> <p>The L&D Manager is an enabler to consistent sustainable performance and growth. They are the first point of contact for welcoming new employees and managers to the business. Leading the induction and onboarding program and via a variety of methods and techniques to enhance skills, knowledge and performance outcomes. Ultimately delivering high levels of engagement and successful AVK careers and delivering opportunity for success and driving business performance.</p>	

Responsibilities / Duties

- To manage all training needs and opportunities across the business. Ensuring all employees receive the appropriate training and are competent to carry out their duties.
 - Driving our training agenda by Planning, organising and delivering the training at all levels, through the development and implementation of onboarding frameworks. Ensuring that new joiner learning is completed, and the individual has a phased transition into the role.
 - Build learning solutions for in conjunction with technical professionals.
 - Managing employee competence and identifying opportunities to drive our talent.
 - Scheduling and delivery of training solutions
 - Produce and maintain skills assessments for all roles within the operation, identify the gaps and implement development solutions to bridge skills gaps
 - To use technology (e learning) to maximise training opportunities.
 - To identify training needs and where required develop and deliver training to delegates.



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- To drive succession planning throughout the organization highlighting flight risks, identifying risk roles and ensure there are plans in the place to ensure continuity in the key positions in the organisation.
- To manage the performance review process and management development program and report on the progress of employee's development.
- To develop manage and maintain a HR system including personal records training management and attendance functionality.
- To own and develop of suite of high level management reporting information, that provides accurate and timely management information specifically around Training and employee development plans and HR metric.
- Lead the early careers strategy for Graduates, Apprentices, work experience
- Develop and deliver the professional membership strategy in conjunction with business leaders.

The role scope is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.



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	Essential	Desirable	Identified by?
Qualifications	<p>GSCE – Maths & English</p> <p>CIPD Level 5 (or equivalent)</p>	<p>Educated to Degree level (Business Studies/HRM/Psychology)</p> <p>REC</p> <p>CIPD</p>	<p>Application form</p> <p>CV</p>
Skills/Attributes	<p>Computer literate, IT knowledge including Outlook, Word, Excel, PowerPoint and knowledge of HR systems, accurate report writing, excellent communication skills to deal effectively with customers both in person & on the telephone</p>		<p>Interview</p>
Knowledge	<p>Online e learning development / delivery</p> <p>Technical training development and delivery</p> <p>Facilitation</p> <p>Outcomes / embedding of learning management</p> <p>Sales training</p> <p>LMS Systems</p> <p>ROI</p>		<p>Application form</p> <p>CV</p> <p>Interview</p>
Relevant Experience	<p>Ideally multisite manufacturing experience – ideally 3-5 years' experience</p>		<p>Application form</p> <p>CV</p> <p>Interview</p>



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Personal Qualities	Working under own initiative, demonstrating an ability to set & meet personal targets, combined with the flexibility to adjust to workload priorities to take account of new deadlines, interpersonal & communication skills, commitment to customer service, Self-motivated, confident, organised, maintain confidentiality, attention to detail, communicate effectively.	Adaptable and flexible within the scope of responsibilities.	Interview
Appearance/ Disposition	Smart and well presented. Professional in approach		Interview
Special Circumstances	Able to work additional hours when required. Able to work offsite if required. Full driving licence.		Interview



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