



Job description - New Builds Care and Compliance Training Co-ordinator

Job Title	New Builds Care and Compliance Training Co-ordinator	Accountable to	Regulatory Care & Quality Training Manager
Responsible for	N/A		
Care UK values	<ul style="list-style-type: none">• Fulfilling lives is our core purpose• Every one of us makes a difference is the belief that drives us• Caring, Passionate and Teamwork are the values that underpin everything we do		

Job Summary

To organise a robust induction for new colleagues joining Care UK at all new build homes, providing a comprehensive training programme, and ensuring all statutory training is completed.

Continually supporting the training compliance of new builds and the wider business.

Work closely with the New Build Trainer to support with administrative duties and training material collaboration and amendments.

Key Responsibilities

- Work with New Builds Project Team and Recruitment Team to forecast and plan inductions.
- Create a training schedule for the Leadership and Care and Core Team for each new build home, liaising with internal trainers and external training providers to provide a comprehensive training programme that includes all statutory training required.
- Produce an induction training schedule for each role within the home, so that they can clearly see the training they need to attend.
- Organise a training venue for the Leadership induction training. This can be either be a nearby Care UK home or an external venue.
- Liaise with Home Managers to organise work shadowing for the Leadership Team.
- Distribute induction training schedules to relevant colleagues, providing details of the training venues.
- Create a training package for each new starter containing handouts, a role specific induction training schedule and a handbook and arrange delivery to the training venue.
- Print the training materials for each course delivered by the internal trainer and arrange delivery to the training venue.
- Record attendance of all training sessions.
- Resolve any new build training queries.
- Continually track and monitor training compliance to mitigate risk in both new builds and the core estate.
- Create a training schedule for the Leadership and Care and Core Team for the next phase of recruitment for each new build home.
- Create a quarterly virtual training schedule for the Care UK mandatory training.
- Provide administrative support to the Regulatory Care & Quality Training Manager.
- Be responsible for the administration, tracking and booking of mandatory training projects.
- Adding training sessions to the eLearning system and booking colleagues onto them.
- Support with the compliance training inbox and assist with queries that come in from the homes or support functions.
- Provide cover for BAU training requests and queries.
- Produce monthly reports and had-hoc reports as required.
- Organise events at the request of the Care Quality and Governance Team.

Safeguarding of Vulnerable Adults/ Mental Capacity Act

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call Regional Director.

Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions. To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this job description

Name of post holder	
Signature	
Date	

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSEs (or equivalent) including English and Maths 	
Experience	<ul style="list-style-type: none"> • Administration in a process driven environment 	
Technical skills	<ul style="list-style-type: none"> • Excellent communication skills both written and verbal • Excellent organisational skills and methodical approach • Excellent time management and planning skills • Attention to detail and accuracy • Competent with Microsoft Excel, Word and PowerPoint packages • Ability to multi task and manage priorities 	<ul style="list-style-type: none"> • Knowledge of working in a care home environment
Personal Qualities	<ul style="list-style-type: none"> • Able to prioritise workload • Able to use own initiative • Ability to work with minimal supervision • Flexible and adaptable • Has a 'can-do' attitude to work • Enjoys working effectively as part of a team 	