



# Job Analysis

## **Training Consultant**

£Competitive Salary and Excellent Prospects

Working with Implementation Consultants and the senior management teams of our customers to successfully educate Performance Accelerator users in the use of the system you will provide a responsive and high quality training service to existing customers; ensuring they continue to gain the expected benefits of using PA and increase the usage of the system.

### **The Successful candidate will:**

- Analyse and understand the customers training requirements and subsequently document the scope and solution.
- Advise and influence the customer on how best to educate their users in Performance Accelerator to deliver the desired results.
- Undertake a lead role in the delivery of Performance Accelerator training.
- Produce key training course documentation such as presentations, quick guides, manuals and training exercises.
- Prepare courses for customers to meet the needs of users and the demands of their business.
- Prepare the learning environment and resources, which may include the setting up of system
- Evaluate the effectiveness of the training and course outcomes.
- Provide feedback on training delivery and outcomes to the customer and DC project managers.
- Provide support and advice to other Dynamic Change trainers or project managers who are delivering training.
- Support training and development advances and practices ensuring training provision within the Company reflects the most up to date thinking.
- Evaluate the effectiveness of training and development programmes to ensure they meet identified needs and are suitable for the intended audience.
- Deal with administrative records in all aspects of training delivery.
- Capture and provide constructive feedback on areas for improvement in the business or the product or new business opportunities (i.e. new product opportunities).
- Pre-sales support: Assist the Dynamic Change Sales and Marketing team with the communication of training strategies and methods to potential customers.
- Lead or contribute to internal development projects e.g. Training development, improvement projects.
- Flexibility with project location, acknowledging the IT industry expectation on the requirement to travel, both within the UK and potentially abroad.

## **Evaluate and develop own practice**

### **Number of People Supervised: varies – assignment based**

- Other trainers working on the same project
- Data load analysts

### **Person Assigning Work Assignments:**

- Lead Consultant
- Implementation Manager
- Customer Account Manager
- Directors

### **Knowledge/Skills Required**

- Good business appreciation.
- Excellent communication and presentation skills.
- Ability to write clear and concise reports.
- Able to present clear briefing documents.
- Interviewing skills – gathering requirements and business issues.
- Clear correspondence, emails, letters etc.
- Able to verbally explain complex scenarios and solutions.
- Have previous experience in training users or customers on software applications.
- Good listener.
  
- Competent with usage of MS Office, MS Project, Internet
- Must have full UK driving license
- Professional looking/Presentable
- Must be prepared to undertake travel & work at customer locations.

### **HOW TO APPLY**

If you've got the right skills and feel you could make a significant contribution to our growing company, please send your CV with a covering letter (detailing current Salary and package) to [hr@dynamicchange.com](mailto:hr@dynamicchange.com)