

Job Description

Job Title: LMS and Training Specialist
Accountable to: National Training Team
Location: National

Practice Plus Group's mission is **Access to Excellence**. Our core values are;

- we treat patients and each other as we would like to be treated
- we act with integrity
- we embrace diversity
- we strive to do things better together

Patients can only access excellence if we commit to living our values in everything we do when we're at work.



We believe in putting the patient first, regardless of the environment or their history. The prison population is one of the most vulnerable and challenged patient groups in society and the delivery of their health care is conducted within often difficult and demanding environments.

The role

As a LMS and Training Specialist you will play an important role within the training team located in the Primary Care service line of Practice Plus Group's Health Care division, the role is fully remote.

You will need to know the Learner Management Systems back-office processes to be able to create pathways, new events for training, uploading new starters, leavers and training attendance.

You will closely work with the Learning and Training Manager as well as clinical subject matter experts to create training pathways and the reporting for the many training projects that are in the process of being created and supported. Working with Access (LMS) to support our LMS ensuring it is working to best of its ability.

A large proportion of the work is ensuring the LMS is working correctly and supporting the compliance reports to ensure they are up to date and accurate. There will be an element of supporting the training helpdesk to handle the more complex queries from the LMS.

Also, you will need to be able to support the training events taking place in occasionally speaking to our suppliers and ensuring the correct training is booked and venues are arranged.

You will;

Provide support to the Learning and Training Manager in the creation of multiple training pathways supporting the clinical national leads. Supporting sites in the creation of accurate data for inspections and commissioner requests for information

Deliver reporting and training pathways created on the LMS

Inspire continuous improvement in the way we work in training, being open to new ways of working and sharing additional knowledge.

Promote the LMS and its functionality to support many projects undertaken and continuous learning of all our staffing cohorts.

Share regular updates of any changes occurring in our training processes and promoting new ideas for continuous improvement.

About you

- You will be able to work as part of a team and comfortable working independently.
- Be able to make decisions and able to support other team members in their work
- To look at processes and identify better ways of working
- To be confident in your skills and be able to raise issues / concerns if they arise.
- To be able to work in a fast-paced environment and able to change priorities quickly to suit the business need.
- Good at multitasking as there are often multiple events taking place as well as project work.
- You will have strong IT skills especially in Excel
- To be friendly and professional with a passion for continuous professional development for yourself and others



Additional information

Disclosure and Barring Service- a Disclosure and Barring Service disclosure at the enhanced level is required for this role. A risk assessment will be undertaken if necessary.

Prison Vetting- a HMPPS (His Majesties Prison and Probation Service) clearance is required for this role in accordance with Ministry of Justice, plus local prison vetting.

Education and Training- continuing professional development is encouraged and an annual appraisal system is in place to discuss ongoing objectives and support revalidation.