

# Talent & Learning Specialist St Albans – Full Time

## The role

To design and deliver XMA's talent and learning strategies and execute key IT, Sales and Soft Skills training interventions

## Key areas of responsibility

- Develop and implement relevant in-house training courses including stakeholder management, preparation of materials, manuals and literature;
- Manage partner training content and requests to ensure fit for purpose and aligned to strategy
- Support annual Learning Needs Analysis process
- Measuring return on investment following all training interventions
- Stay up to date with product and in store opportunities, current market trends, and competitor information
- Support apprenticeship program in conjunction with HR, as required
- Work with key stakeholders and SME's to develop & deliver a robust induction and the continuous growth of XMA Skills Academy
- Facilitate on-job competency assessments of new starters
- Monitor completion of workbooks and review with line managers
- Create eLearning and deliver virtual learning sessions
- Ownership of XMA skills matrix, including mapping to the needs of the business
- Monitor knowledge retention statistics and plan strategies depending on skills gaps
- Create & distribute quarterly training reports for Group L&D Manager, Department Heads.

## Essential Skills / Experience required for this job

- Willingness to travel up to 50% of working week
- Drive, commitment and self-motivation in abundance
- Strong IT skills – including databases, word, excel, email, internet, PowerPoint
- Experience designing training initiatives across multiple topics
- Experience working in a training environment
- Confidence in communicating at all levels and groups of people
- Excellent organisational skills
- Quick to respond to changing environments
- Accurate, methodical with excellent attention to detail
- Good communication skills at all levels
- Flexible, with the ability to prioritise and work under pressure
- Team player and able to work independently
- Happy to deal with routine
- Proactive and innovative
- Ability to be assertive when needed

### Desirable

- Previous experience in IT distribution or Technology sector (Desirable)
- Experience in designing eLearning through an authoring tool
- PTLLS Qualification or equivalent
- Assessor qualification

If you are interested in this position, please send your CV with a cover letter stating your salary requirements to [recruitment@xma.co.uk](mailto:recruitment@xma.co.uk)