

**Role Profile**

Position:	IT Training Specialist
Location:	Stapeley, Nantwich
Reporting to:	IT Learning & Development Manager

Genus PLC:

Genus is a FTSE 250 company, headquartered in the UK and listed on the London Stock Exchange. With revenues of around \$600 million, it has a workforce of approximately 3,000 employees throughout the world. Genus has been one of the best performing stocks on the London Stock Exchange.

Genus is a global market leader in bovine and porcine genetic improvement, Genus helps its customers in the dairy, beef and porcine supply chains around the world. Genus' vision of "pioneering animal genetic improvement to help nourish the world" is supported by its core values to be customer-centric, results-driven, pioneering, people-focused and responsible.

Overview:

Reporting to the IT Learning & Development Manager role is an excellent opportunity for someone seeking to utilize their experience in IT Training within a people centric, global business.

The ideal candidate:

The IT Training Specialist will design and deliver systems training to global employees which will cover a range of disciplines, including:

- Composing materials and delivering technical training programmes to employees virtually.
- Creating instructional based training documents including presentations, videos, e-learning materials and comprehensive hand-outs.
- Bringing existing Office 365 materials up to date to meet all new principles.
- Sharing system 'know-how' to address operational challenges.
- Striving to create a culture of continuous improvement and excellence in all course content.

Desired Skills/qualifications/Experience:

- Learns about our company culture, processes, trainees and customer base. Flexes style and approach to suit our diverse audiences.
- Requires experience in training and L&D discipline; still seeking to acquire higher-level knowledge and skills.
- Finds and analyses gaps in skill sets, offering possible solutions.
- Comfortable working within brand guidelines, taking feedback on materials being developed and incorporating as an iterative approach.
- Receives a medium level of guidance and direction.
- Actively engages in a team culture of knowledge sharing and provides support.

- Solves problems. Analyses possible solutions using technical/functional experience, judgment and precedents.
- Able to digest technical procedural information and explain to others in straightforward language.
- Remains aware of personal, political and cultural differences to avoid contentious situations.

Genus Core Behaviours / Competencies

Customer impact: builds strong, profitable, sustainable customer relationships, anticipating and exceeding customer expectations to increase demand for services and products in order to build loyalty and promote the function.

Managing external environment: anticipates and responds quickly to environmental changes for the benefit of the business and customers, through strong external networks and deep understanding of the markets.

Execution Orientation: Drives to set ever higher standards and achieve results through determination, resilience and commitment. Actively requests feedback. Develops solutions to enhance the service offering and drive continuous improvement.

Setting Direction: develops simple, deliverable plans based on pragmatic new thinking, ideas or concepts. Assesses accurately commercial risk and return.

Change management: Champions, leads, support or embeds change to improve things. Communicates well and helps others by overcoming barriers.

Analysis and Decision Making: Analyses opportunities and problems thoughtfully and thoroughly to make good and timely decisions.

Team Mobilization: contributes to high performing diverse teams, investing resources effectively. Develops, motivates and retains talent by setting stretching goals and developing capability of self, team and trainees.

Collaboration: 'One team' approach – understands strategic vision and goals. Builds and maintains networks and relationships, sharing knowledge and experience, delivering on commitments

The above position description is intended to describe the general content, identify the essential functions of, and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.