

# PERSONNEL AND TRAINING MANAGER

***Job Title:***

Personnel and Training Manager

***Place of Work:***

Regional or area office

***Scope and General Purpose:***

To manage the Personnel and Training function within agreed budgetary limits so that the company and the individual can benefit through the employee's ability to attain optimum performance and growth.

***Responsible to:***

General Manager

***Responsible for:***

Assistant Personnel Manager  
(In some cases also salaries administration)

***Liases with:***

Senior Management  
Department Heads

***Limits of Authority:***

Advice and service responsibilities, not usually line authority

***Main Duties:***

- To ensure that Job Descriptions are up-to-date and accurately describe each position.
- To ensure that Job Evaluation categories are correct.
- To ensure cost effective recruitment through the use of the appropriate source.
- To ensure that the recruitment and selection of people is done objectively and based on Job Descriptions and Person Specifications.
- To ensure that managers are trained and have the ability to conduct effective interviews.
- To ensure that the company's succession plan is meaningful and effective.
- To ensure that meaningful appraisals for all staff are carried out on a regular basis.
- To ensure that the action and developmental plans agreed at the appraisals are actioned and followed up.
- To ensure the Individual Career Plans are meaningful and agree with succession plan and are the result of an appraisal.
- To ensure that new or transferred employees have an effective induction programme with is adhered to.
- To ensure that the Training Programme provides for the training needs identified at

appraisals.

- To ensure that the correct people are nominated or sent on the appropriate training courses.
- To ensure follow up of all training.
- To ensure that training is cost effective and is effected for real need and not for cosmetic reasons.
- To ensure that the company's objective for labour turnover is maintained or bettered.
- To analyze labour turnover statistics so that problem areas are highlighted and the appropriate action taken.
- To ensure that the company's personnel procedures are strictly adhered to.
- To ensure that personnel files are properly maintained and kept under lock and key.
- To ensure that the company's grievance and disciplinary procedures are observed and that all relevant documentation is completed.
- To ensure that all statutory acts and proclamations are displayed in conspicuous places.
- To ensure that legislated remuneration packages are adhered to.
- To ensure that managers are acquainted with and are applying all latest industrial relations legislation.
- To ensure effective communication relating to any industrial or strike action, so that future or contingency planning can be effected.
- To ensure that line managers are fully aware of and responding to all statutory legislation affecting the catering industry.
- To be aware of the welfare needs of employees and be available for counselling.