

## RNA Training Academy Lead - Job Description

### Role Purpose:

The RNA Training Academy Lead drives the delivery of the CPI RNA Training Academy to ensure CPI's RNA knowledge and expertise is made available through training programmes. The role will lead and coordinate an extended team of CPI SMEs and third-party service providers to deliver a suite of engaging and stimulating RNA training courses whilst promoting CPI and generating new business opportunities.

The role will link in with industry to understand the skill gaps and the voice of the customer to ensure excellent course content and apply adult learning and instructional design in the development and delivery of the training modules.

The role will project manage the delivery of the RNA Training Academy to ensure achievement of business goals.

### Key Responsibilities:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and document compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.
- Be the single point of contact and expert on the RNA Training Academy. Run the Training Academy as a complex multi-disciplinary programme by developing, leading, managing, co-ordinating and delivering all aspects of the RNA Training Academy.
- Lead, manage and coordinate the RNA training elements of key strategic programmes.
- Establish a CPI team of SMEs to ensure successful delivery of the RNA Training Academy. Provide direction, guidance and intervention to ensure all functional areas are able to resolve complex issues and deliver the RNA Training Academy deliverables.
- Identify and establish a network of Service Providers to support the Training Academy - training materials content, logistics, IT platforms, registration and payment. Implement robust agreements with clear objectives. Establish on going supplier relationship management.
- Actively project manage the delivery of the training programme.
- Generate and own the Training Academy business plan. Monitor and report against the plan.
- Own and manage the Training Academy budget, both opex and revenue, working with CPI Finance.
- Utilising technical knowledge consult and collaborate with the industry to understand and evaluate the voice of the customer to support the design, content and delivery of training courses.
- Utilising RNA technical knowledge align industry voice of customer to CPI knowledge to generate training content outlines/storyboards.

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- Working alongside CPI Learning and Development SME to ensure learning and development principles are incorporated into the course content to ensure excellent learning outcomes.
- Working with CPI Technical SMEs develop technical content for use in training courses, with high attention to an engaging learning experience including the necessary storyboards, outlines, and project plans.
- Coach and mentor junior members of staff and cross functional SME team members to delivery high quality input into the RNA Training Academy.
- Establish training curriculum to support course trainers to facilitate and deliver engaging courses with excellent learning outcomes
- Ensure the logistical delivery plan – registration, payment, pre-assessment, pre-reads, learning materials, dates, trainers, speakers etc –for the training academy is delivered professionally and with a positive customer experience.
- Builds and implements assessment process to evaluate the effectiveness of training programs. Establish metrics to measure effectiveness and provide reports to management and partners with any corrective actions or continuous improvement opportunities.
- Continually look for opportunities to improve the training offering and effectiveness.
- Produce Training Academy reports and proposals outlining needs accompanied by recommendations and implications, such as changes in operations, budget, or quality.
- Generate an Annual Training Academy report for CPI ELT.
- Working with CPI Marketing to develop and implement a strategy to market, promote and publicise the courses on offer. Raising the profile of CPI.
- Link in with CPI Business Development on potential business opportunities and new business channels.
- Establish an Advisory Board to support and increase the profile of the Training Academy. Setting clear expectation of members.
- To keep abreast of the external environment and ensure any funding available is exploited in line with CPIs needs.
- To keep self-updated in RNA Technical best practice and developments, through training, reading relevant materials, attending relevant meetings and networking events, liaising with external stakeholders.
- To undertake any other duties deemed relevant to the role.

**Direct reports:** No direct reports

### **Person specification**

### **Education / Qualifications:**

## RNA Training Academy Lead - Job Description

Essential:	Desirable:
Educated to Degree level (or equivalent) in a Business/ Science / L&D discipline or possess relevant industrial experience	L&D qualification  Project Management – APM PMQ or equivalent

Competencies and behaviours	
Leadership (Guiding)	Decision Making (Influencing)
<ul style="list-style-type: none"> <li>Leads people with confidence and is empathetic.</li> <li>Displays flexibility in leadership styles in order to tell/sell/involve and delegate.</li> <li>Empowers others to constantly achieve and strive to exceed personal and company objectives.</li> <li>Talks beyond today, about future possibilities optimistically, showing others how they can benefit and contribute to the business.</li> </ul>	<ul style="list-style-type: none"> <li>Confidently draws reliable conclusions from diverse and sometimes incomplete data.</li> <li>Proactively sources and refers to how others have tackled similar problems previously.</li> <li>Considers risks, and consequences, and takes accountability for, the impact the decision has on the business including costs/ benefits.</li> <li>Thinks ahead, ensuring that the potential of teams and projects are unlocked and making future focused decisions.</li> </ul>
Communication (Guiding)	Developing self and others (Guiding)
<ul style="list-style-type: none"> <li>Personally takes the lead in creating an environment that encourages open and honest communication at all levels in the organisation.</li> <li>Motivates and influences others via their communications.</li> <li>Adapts communication style and format recognising individuals' different needs/ motivations.</li> </ul>	<ul style="list-style-type: none"> <li>Intervenes to address sources of lagging performance.</li> <li>Provides challenging and stretching tasks and assignments to develop others.</li> <li>Highly effective at supporting high performers and addressing underperformance through effective, constructive and open dialogue.</li> <li>Collects information on performance and evidence of behaviours, and uses it effectively to improve individual and team performance.</li> </ul>
Collaboration (Influencing)	Delivery (Guiding)
<ul style="list-style-type: none"> <li>Blends people into teams, leveraging the use of talents available from any part of the organisation that result in the most innovative solution.</li> <li>Fosters a sense of energy, ownership, and personal commitment to collaborative</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates the ability to prepare, gain approval of, refine and update business cases that justify the initiation of a project.</li> <li>Displays the ability to manage stakeholders, taking account of their levels of influence and particular interests.</li> </ul>

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work. Understands priorities and deeper needs of different stakeholders groups. Supports and enables people to work together to meet objectives.

- Ensures actions and decisions within the team are aligned with CPI's priorities.
- Anticipates how team objectives must adapt and stretch to respond to change.

### Knowledge and Experience:

Essential:	Desirable:
<p>Demonstrated stakeholder management and ability to influence at a senior level within the organisation and with third parties.</p> <p>Project management experience and skills with ability to facilitate organising and managing multiple priorities and/or projects</p> <p>Bioscience and/or bioprocessing and/or RNA technical knowledge or experience.</p> <p>Strong financial and business acumen.</p> <p>Ability to lead a cross-functional team, strong facilitation and delivery skills, and ability to coordinate complex scenarios and manage uncertainty.</p>	<p>Active member of a relevant professional body and/or external networks/groups</p> <p>Knowledge of training and organisational development theories, instructional design models,</p>

Signature of Job Holder	
<p><b>Printed name</b></p> <p><b>Signature</b></p> <p><b>Date</b></p>	