



Please send an application form and/or C.V. together with a covering letter stating the post title and explaining why you feel you are suitable to:

**Ish Chuhadry**  
**Recruitment Manager**

Ecovert FM Ltd  
Elizabeth House  
39 York Road  
London  
SE1 7NQ

or email: [recruitment@ecovertfm.co.uk](mailto:recruitment@ecovertfm.co.uk)

Closing date:  
**05 September 2008**

**Phone A Friend Scheme**

If you know someone who maybe interested why not tell them about this vacancy and get them to apply. Make sure you complete a Phone a Friend Scheme Claim form and you may receive a cash reward\*

\*subject to Terms & Conditions



Ecovert FM is the facilities management arm of the Bouygues group in the UK. We operate large scale contracts, particularly in the PFI market, the result of a successful partnership with our construction sister company, Bouygues UK.

**HUMAN RESOURCES**  
**Training Adviser**

Reporting to the Training and Development Manager, you will provide advice to managers and front-line staff on training issues, as the first point of contact for your designated Contracts/Departments. This will include: assisting Managers in the drafting, delivery and evaluation of training strategies and plans; preparing for internal and external IIP audits and advising individuals on training options.

You will also design and deliver training sessions and undertake projects – such as developing skills sets and competency frameworks, as required. You must have previous experience in training design and delivery and in implementing the Investors in People Standard.

A confident presenter, with excellent communication and interpersonal skills, you will be able to influence at all levels and facilitate as required. You will be highly organised and be able to work effectively in a team and alone, managing your own workload and projects. A training qualification or equivalent is desirable but not essential. Experience of working with government funded initiatives, such as Skills For Life would also be useful.

Although the contracts are predominately based in London – there will be some requirement to work outside of this area.

This post offers an attractive salary and benefits package, according to the skills and the experience a candidate brings to the role.

**Employment in this post is dependant upon obtaining security clearance.**

**This post will involve working with children and/or vulnerable adults. Accordingly, successful applicants will be subject to a criminal record check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.**

***ECOVERT FM IS CONTINUALLY WORKING TOWARDS BEING AN  
EQUAL OPPORTUNITIES EMPLOYER***