

CAREERS AT CERTSURE

Job Title:	Technical Training Developer
Location:	Home based
Salary:	Competitive salary plus excellent benefits
Hours:	Full time
Contract:	Permanent
Vacancy Number:	XXX
Closing Date:	28 th February 2021

About the role...

We have an exciting opportunity for a Technical Training Developer to join our Technical Services team. The main purpose of the role is to support the course content development for the training business, deliver relevant courses and be responsible for assessment and verification processes of both internal individuals and external awarding bodies. Support the commercial business unit, in business development activities and developing key relationships with external customers and developing tailored training solutions.

About the company...

Certsure is a market-leading certification body. Operating the NICEIC and ELECSA brands, we've been in business for over 60 years. Our mission is to make a positive difference to our customers and our people, and to provide a service that's second to none. Our values are important to us, and are all about doing the right thing, making a difference, investing for the future and achieving results.

We're extremely proud to be a **Best Company to Work For**. This demonstrates how important our people are to us and recognises everything we do to make sure our people have a working experience that's the best it can be.



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What you'll be doing...

- Regularly reviewing and managing development of training materials, presentations, and assessments for use by NICEIC Training and develop assessment materials required by Awarding Bodies.
- Actively looking for new products and areas of growth
- Actively supporting the commercial team with sales and revenue targets
- Working with the team to manage workloads to deliver on business commitments
- Ensuring safe working practices are in place for training courses
- Ensuring compliance with Certsure policies, quality procedures, H&S requirements and the like
- Providing and coordinating the functions of Assessor and Internal Verifier and where required External Verification of centres
- Developing and maintaining all assessment monitoring and Internal Verification records for external assessment bodies
- Providing professional and technical advice to all customers and the commercial team where required to help promote the business
- Representing Certsure and its brands at meetings, forums, seminars, exhibitions and other events as required
- Attending and contributing to Certsure technical conferences
- Undertaking lecturing duties as and when required
- Referring any non-technical issues to the relevant department
- Recording statistical information for analysis and management reporting
- Helping in the training of newly appointed team members as required
- Any duty not mentioned above that is commensurate with the role and position within the company

What we're looking for...

- A minimum of an ONC/Full Technical Certificate in Electrical Engineering or equivalent (HNC/D desirable)
- Cert Ed or other suitable teaching qualification
- Excellent knowledge of the current edition of BS 7671 the Requirements for Electrical Installations and related Codes of Practice
- Experience of the design, site supervision, maintenance and verification of electrical installations



CAREERS AT CERTSURE

- Experience of work with online and digital course development and delivery
- Relevant Assessor qualifications, or be working towards
- Good communication skills with an ability to work collaboratively across all areas of the business
- Takes ownership and personal responsibility for own learning and development
- Ability to work independently or as part of a team as well as away from home base
- Ability to make decisions on operational requests based on customer requirements and the groups commercial strategy
- Good IT and writing skills
- Membership of the IET or similar professional body
- An awareness of current industry initiatives
- Personal effectiveness and planning skills
- UK Driving Licence
- Ability and commitment to follow Certsure's Behaviours for Success

What we offer you...

- 25 days annual leave (pro rata for part time)
- Up to 3 flexi-days each year (pro rata for part time)
- Learning and development opportunities
- Pension scheme
- Life Assurance
- Private healthcare
- Access to 'Connected' which is our Reward Gateway Hub
- Loyalty days
- Loyalty awards
- Employee of the month scheme
- Refer-a-friend scheme
- Free eye tests



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- Bike loan scheme

Find out more about us...

Websites: www.certsure.com or www.niceic.com or www.elecsa.co.uk

Twitter: @CertsureLLP, @officialNICEIC, @officialELECSA

LinkedIn: <https://www.linkedin.com/company/niceic>

Facebook: <https://www.facebook.com/NICEIC/>

Instagram: <https://www.instagram.com/officialniceic>

How to apply...

If you think this is the job for you, then we'd be delighted to hear from you!

Please send your CV and a covering letter to vacancies@certsure.com.

We're unable to respond to all applicants due to the high volumes of CVs we receive. Therefore, if you don't hear from us, unfortunately this means you've been unsuccessful on this occasion.

