

Job Title:	Trainer / Assessor / Internal Verifier
Location:	Luton Gas Centre
Contract:	Permanent
Hours:	Full Time
Vacancy Number:	068/17
Closing Date:	TBC

A bit about us...

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 really 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 Sunday Times Top 100 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.

What we offer...

- 25 Days' Holiday
- Flexi-Days
- Special Domestic Leave
- Learning and Development Opportunities
- Pension Scheme
- Private Medical Insurance
- Home Office Allowance
- Company Car or Car Allowance
- Access to our Reward Gateway Hub,
- Subsidised Café and Gym Facilities at our Head Office
- Employee of the Month Scheme
- Employee Suggestion Scheme
- Refer-A-Friend Scheme
- Free Eye Tests
- Bike Loan Scheme

- Loyalty Days
- Loyalty Awards

A bit about the job...

Carry out training, assessment and auditing related duties as assigned by National Training Manager. There are no direct reports or budgetary responsibilities associated with this role.

What you'll be doing...

- Carry out training, assessment, internal verification, technical review, auditing and associated work.
- Manage workload flexibly within reasonable time constraints according to allocated tasks and locations to achieve customer needs and business requirements.
- Work within agreed standards of service and operational targets.
- Ensure compliance with company policies, quality procedures, Health & Safety requirements.
- Look for ways to improve efficiency and productivity.
- Participate in the implementation and management of business development activities.
- Manage risk within their area of the business.
- Assist consultancy team to carry out electrical audits as and when required.
- Monitor the day to day operation of the buildings at Luton Gas Centre including the management of building repairs and maintenance, and liaison with external contractors.
- Undertake any other duties as appropriate within their competence as required by the manager.

What we'd like you to have...

Essential:

- Relevant industry qualifications (typically C&G, NVQ level) in specific field.
- Extensive experience in a technical field, and/or training/certification arena.
- Assessor/Verifier and specific competence qualifications recognised by schemes where appropriate to assigned tasks as and when required by scheme rules.
- Expert and current knowledge of relevant industry legislation, standards and working practices.
- Comprehensive understanding of relevant UK standards and technical literature
- Knowledge of assessment processes and techniques.
- Knowledge of relevant legislative and Health & Safety requirements.
- Excellent verbal and written communication skills.
- Ability to work as a member of a team or group.



- Ability to undertake academic activities in the evening/weekends when necessary.
- Ability to travel to other centres to undertake academic and related activities.
- Excellent presentation skills

Desirable:

- Understanding of internal standards, systems and practices.
- Knowledge and understanding of legislation and standards pertaining to Registration and Competent Persons Schemes.

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.