

Job Title:	Training Development Manager
Location:	Home Based
Contract:	Permanent
Hours:	Monday to Friday (35 hours per week)
Vacancy Number:	123/18

A bit about us...

Certsure is a market-leading certification body. Operating the NICEIC and ELEC SA 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
- Access to our Reward Gateway Hub, Connected
- 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...

You'll be managing and developing a team of electrotechnical tutors responsible for creating suitable course content, delivering relevant courses and taking responsibility for assessment and verification processes of both internal individuals and external awarding bodies.

You'll be assisting the commercial business unit, in business development activities and developing key relationships with external customers. You'll also be ensuring operational procedures and management of the centres reflect those required by the awarding bodies for continued approval.

There will be dotted line management of the team of tutors and associates, ensuring the knowledge and skills for delivery meet the standards expected by the mission statement.

What you'll be doing...

- Constantly review and manage development of training materials, presentations and assessments for use by Training.
- Actively look for new products and areas of growth.
- Actively follow up new business leads by working with sales team to meet income/sales targets.
- Recruiting additional permanent and or associates as required to grow the team and respond to business demands
- Working with other senior team members to manage work load of permanent staff and or associates to deliver on business commitments
- Undertaking lecturing duties as and when required.
- Ensuring safe maintenance programmes are in place for the operation of equipment and rigs used on courses.
- Ensuring compliance with NICEIC/Elecsa policies, quality procedures, H&S requirements.
- 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.
- Developing assessment material as required by the Awarding Bodies.

- Attending internal / external meetings to enable the development of business opportunities and represent NICEIC / Elecsa on technical matters at events and exhibitions.
- Managing quality of training and assessment by carrying out tutor observations and providing coaching and performance management.
- Supporting the development of quality goals and targets as part of the organisation's strategic plan.
- Supporting internal staff on technical matters and provide regular guidance as and when required.

What we'd like you to have...

- Educated to HNC or equivalent in electrical engineering plus 5 years' experience in a related field (training/certification area)
- Apprentice trained in electrical installation
- A1 & V1 or equivalent, or working towards
- In depth knowledge of BS7671 and allied Building Services standards
- Cert Ed or other suitable teaching qualification
- Comprehensive proven knowledge of Assessment and Internal verification processes
- Ability to work away from home base including flexible hours and regular overnight stays
- Relevant experience of computer packages, Word, Excel and PowerPoint
- Proven record on managing a team in relation to the groups behaviours for success
- Ability to make decisions on operational requests based on customer requirements and the groups commercial strategy
- Experience in carrying out risk assessments, initial assessments and basic skills
- Extensive knowledge of electrical engineering and services training requirements of the industry
- Extensive Knowledge of awarding body processes and legislation

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.