



Job Title:	Training Consultant
Location:	Home based - Field Team
Salary:	Competitive salary plus excellent benefits
Hours:	Full time
Contract:	Permanent
Vacancy Number:	224/19
Closing Date:	Monday 3 rd February

About the role...

We have an exciting opportunity for a Training Consultant to join our Training and Consultancy 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 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 you'll be doing...

- To 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.
- To attend internal / external meetings to enable the development of business opportunities and represent NICEIC / Elecsa on technical matters at events and exhibitions.
- Working with other senior team members to manage workload of permanent staff and or



associates to deliver on business commitments

- To undertake Lecturing duties as and when required.
- Ensure safe maintenance programmes are in place for the operation of equipment and rigs used on courses.
- Ensure compliance with NICEIC/Elecsa policies, quality procedures, H&S requirements.
- To provide and coordinate the functions of Assessor and Internal Verifier and where required External Verification of centres.
- To develop and maintain all assessment monitoring and Internal Verification records for external assessment bodies.
- To develop assessment material as required by the Awarding Bodies.
- Support managing quality of training and assessment by carrying out tutor observations and providing coaching and performance management.
- Support the development of quality goals and targets as part of the organisation's strategic plan.
- Support internal staff on technical matters and provide regular guidance as and when required.
- To undertake any other duties as appropriate within their competence, as required by the Training Development Manager

What we're looking for...

- Ability and commitment to follow Certsure's Behaviours for Success.
- Ability to work collaboratively across all areas of the business.
- Educated to HNC or equivalent in electrical engineering plus 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
- Strong commercial awareness with client facing experience and a consultative approach to building solutions for clients
- 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 Company's Behaviours For Success
- Ability to make decisions on operational requests based on customer requirements and the groups commercial strategy
- Experience of work with online course development environments (desirable)



What we offer you...

- o 25 days annual leave (pro rata for part time)
- o Up to 3 flexi-days each year (pro rata for part time)
- o Special domestic leave of up to 5 days each year (pro rata for part time)
- o Learning and development opportunities
- o Pension scheme
- o Life insurance
- o Private healthcare
- o Access to 'Connected' which is our Reward Gateway Hub
- o Subsidised café and gym facilities at our Head Office
- o Employee of the month scheme
- o Employee suggestion scheme
- o Refer-a-friend scheme
- o Free eye tests
- o Bike loan scheme
- o Loyalty days
- o Loyalty awards

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.