

Job Description

Job details:	
Job Title:	Trainer / Assessor / Internal Verifier – Luton Gas Centre
Grade:	7
Department:	Training
Reports to:	National Training Manager

Job Purpose:
To carry out training, assessment and auditing related duties as assigned by National Training Manager.
Dimensions:
There are no direct reports or budgetary responsibilities associated with this role.
Duties and Responsibilities:
<ul style="list-style-type: none">• To conduct tasks comprising a combination of training, assessment, internal verification, technical review, auditing and associated work.• To manage workload flexibly within reasonable time constraints according to allocated tasks and locations to achieve customer needs and business requirements.• To work within agreed standards of service and operational targets.• To ensure compliance with Group policies, quality procedures, H&S requirements.• To contribute to efforts to improve efficiency and productivity.• To participate in the implementation and management of business development activities.• To manage risk within their area of the business.• To undertake any other duties as appropriate within their competence as required by the manager.• To assist consultancy team in carrying out electrical audits as and when required.• To monitor the day to day operation of the buildings at Luton centre including the management of building repairs and maintenance including liaison with external contractors employed on repairs and maintenance

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Person Specification:	
Essential:	Desirable:
Relevant industry qualifications (typically C&G, NVQ level) in specific field.	An understanding of internal standards, systems and practices.
Extensive experience in a technical field, and/or training/certification arena.	Knowledge and understanding of legislation and standards pertaining to Registration and Competent Persons Schemes.
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 as specified by Group.	
Effective oral and written communication skills.	
Ability to work as a member of a team or group.	
Able to undertake academic activities in the evening/weekends when necessary.	
Able to travel to other centres to undertake academic and related activities.	
Excellent presentation skills	
Prepared by:	Date:
Asad Majid	09/03/2017