

Role Profile

Job Title:	Training Officer
Department:	Engineering
Responsible to:	Manager of Education and Skills (Training Officers)

Main purpose of job:

The main purpose of the role is to provide training and assessment of engineering learners in the workplace and training environment.

Main Duties:

- To provide training and assessment of engineering candidates in the workplace and training environment
- To provide support for the quality assurance and compliance of engineering programmes
- To maintain a safe working environment at all times
- To liaise with employers, including visiting the workplace as directed
- To assist in the maintenance of learner recording systems including tracking documents, e-portfolios and LMS
- To adhere to T2000's timetable schedule of assessment and reviews ensuring that any necessary adjustments are authorised by the Manager of Education and Skills – Engineering
- To assist with T2000 marketing and publicity as and where required and attend marketing and enrolment events, either in person or on-line.
- To provide comprehensive guidance, advice and support to Employers, customers and learners on their training needs, requirements covering all of the Training 2000 training portfolio.
- To generate additional revenues in line with the Company's business plan by recruiting quality learners through effective initial assessment and further development of existing client relationships in order to gain new customers both internally and externally to the organisation.
- To carry out and effectively manage the quality assurance process in compliance with the Company's policies and procedures adhering to the requirements of external stakeholders which includes awarding bodies and funding organisations.
- To demonstrate knowledge and compliance with regards to GDPR and all associated Data Protection legislation. This includes having due regard for any personal data that you may come into contact with in your role which includes learners/ customers/ staff, especially when using portable or personal

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devices (laptops and mobile phones) or when working remotely, in order to keep data secure and confidential.

- To keep up to date with all GDPR and data protection policies and legislation and understand and report any data security breaches promptly to the appropriate persons
- To ensure that all relevant Health and Safety legislative requirements are in place, monitored and regularly reviewed to include up to date risk assessments/COSHH records
- To undertake any other duties comparable with the role as requested by a member of the leadership team.

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Person Specification

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Department: Engineering

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Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> Accredited qualification minimum Level 2 in Literacy, Numeracy and ICT Level 3 qualification in Engineering Minimum of IOSH – Working Safely. Knowledge of theory and practical skills in engineering equipment, machinery and materials Understanding of the skills required to support our students in preparing for apprenticeships and university Appreciation of relevant vocational sectors. Appreciation of Company Safeguarding, Health and Safety policies and procedures and their application. An understanding of the Company’s performance and risk management policies and procedures and associated employment legislation. Appreciation of Health & Safety legislation. Appreciation of Equality & Diversity. Commitment to continuous professional development. 	<ul style="list-style-type: none"> Possession of a professional qualification in accordance with occupational position held (e.g. an assessor/internal verifiers’ award and vocational qualification – minimum level 3). First Aid Qualification Working with young people in a training capacity
Skills & Relevant Experience	<ul style="list-style-type: none"> Demonstrates highly effective planning and organisation of own workload. Demonstrates strong communication skills at all levels when interacting with internal and external customers. Demonstrates an inspired approach to coaching and mentoring to ensure learner success in line with Company targets. 	<ul style="list-style-type: none"> Prior experience of working within Education

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Criteria	Essential requirements	Desirable requirements
	<ul style="list-style-type: none">• Strong organisation and administration skills in the handling and completion of all learner programmes and associated documentation; on a timely and accurate basis to contractual requirements.• Strong ability to deliver to established targets and deadlines in accordance with learner progression.• Demonstrates strong engagement skills and commercial capability to develop employer relationship and to drive business opportunity.	
Behaviours	<ul style="list-style-type: none">• Demonstrates open, honest and supportive behaviours which are in alignment with the Company's Core Values.• Demonstrates strong positive customer focused behaviours which enable the development of strong customer relationships.• Demonstrates an ability to support continuous improvement by offering innovative ideas and solutions which benefit the learning process.• Demonstrates patient and empathetic behaviours in the effective and professional engagement with learners throughout the learning process which encourage high levels of learner performance.• Demonstrates responsive and flexible behaviours in accordance with the needs of learners and the learning process.• Demonstrates a strong and effective interaction with others as an effective team player and support to others.	

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