

JOB SPECIFICATION

TRAINING & DEVELOPMENT ADVISER	
Responsible To	Director of Delivery & Development
Responsible For	Education, Training & Assessment
Hours of Work	36
Work Location	Redditch

Key Duties & Responsibilities

- Education, Training & Assessment
 - Produce learner and company training plans as required
 - Deliver high quality support, coaching & assessment
 - Complete learner documentation as required
- Manage Learners
 - Monitor learner progress against agreed ambitious targets
 - Liaise with employers as required to support learner progress
 - Ensure learner tracking systems are maintained
 - Ensure learner progress reviews are completed timely
 - Ensure the reporting of learner timekeeping and absence
 - Deal with learner issues and signpost to learner support staff as required
 - Ensure effective communication between, learner, employer and MGTS
- Commitment to Safeguarding and Wellbeing
 - Identify learners at risk
 - Liaise with Learner Support team when required
 - Report Safeguarding issues

Other Duties & Responsibilities

- Attend meetings as required
- Manage apprenticeship documentation
- Support TDA Lead as appropriate
- Attend CPD events
- Comply with MGTS policy and procedures

This list of activities is not exhaustive and will evolve to include additional duties and responsibilities as required by the Company.

PERSON SPECIFICATION

Training & Development Advisor		
Category	E/ D	Criteria (E – Essential, D – Desirable)
Experience	E	Minimum of Level 2 qualification or equivalent in Maths and English
	E	Industrial experience
	D	An understanding of apprenticeship delivery
	D	Experience of supervising or working with apprentices
	D	Experience of teaching/assessing with the ability to assess to a consistently high standard
	D	Experience of maintaining documentation and records
	D	An understanding of Ofsted and quality assurance requirements
Qualifications / Attainments	E	Qualified engineer to a minimum of Level 3 with proven knowledge of specialism in engineering related subject
	E	Hold or be willing to work towards an assessor's qualification
	D	Leadership/ Management qualification
	D	Health & Safety qualification
Knowledge, Skills and Abilities	E	Excellent communicator with highly developed interpersonal skills
	E	An understanding of safeguarding practices and policies.
	D	An ability to co-ordinate the teaching, learning and assessment of individuals
	D	Logic and planning skills
	D	Awareness of assessment practices
	D	Awareness of the Internal Verification process
	D	Awareness of Health & Safety requirements
Personal Qualities	E	Ability to problem solve and use initiative
	E	A flexible and adaptive approach
	E	Good organisational skills

	E	Ability to prioritise and plan effectively to set and meet deadlines
	E	Ability to recognise discrimination and demonstrate an awareness of equality and diversity
	E	Motivated and enthusiastic approach
Other Factors	E	To satisfactorily meet the requirements of an Enhanced DBS check
	E	Full driving licence
	E	Provide two references
	E	Promote a continuous improvement culture

SAFEGUARDING

MGTS is committed to the safeguarding of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.

All successful applicants are required to complete all mandatory pre-employment checks: including:

- Proof of Right to work in the UK
- Enhanced Disclosure & Barring Service (DBS) check
- Online searches
- Section 128 check for all staff entering management roles

Please note – all successful applicants who have lived or travelled overseas for three months or more in the past 5 years will be requested to undertake an overseas check as part of the pre-employment checks.

EQUALITY & DIVERSITY

MGTS is committed to equal opportunities and positively welcome applications from all sections of the community. All candidates will be treated fairly, irrespective of race, sex or gender identity, disability, sexual orientation, religion and belief or age.