TRAINING STANDARDS OFFICER

Reporting to: Training Services Manager, or deputed officer
Nature of Position: Permanent with a one year probationary period

Place of Work: Naas, Co. Kildare. (The post may require travel within the KWETB area)
Hours of Work: Monday to Friday – 37 hours per week.
Salary Scale: Salary will be paid in accordance with such rates as may be authorised by the Minister for Education and Skills from time to time for the position. Current salary scale is €49,835 – 64,787 per annum.

DUTIES AND RESPONSIBILITIES

Under the direction of the Area Training Services Manager, provide relevant and timely advice, information and support to Management, Instructors, Contract Training Officers and Community Training Officers and STB advisers on matters relating to the assessment process, the processing of certification, training materials and training aids, training methodologies and training practices to meet the requirements of certifying agencies associated with the delivery of the programmes.

Research the procurement of learning resource materials and assist instructors with same.

Advise the Management Team on any improvements / actions required to the Training Standards System.

Provide assistance to the Training Policy Development Support Divisional units with the Development and Review of Course Training Specifications / Assessments and Training Plans for Adult, Community and Apprentice Courses as set out in the Training Standards System.

Cooperate with the provision of information for the Programme Evaluation Process.

Assist the Management Team in the identification of Staff Development issues for the introduction of new or revised modules / courses.

Administer the local CAMS and SOLAS CMCS systems and control the application of assessments and certification processes for Adult courses, Second Provider Provision and the Standards Based Apprentice Assessment System.
Ensure that all matters in relation to the Assessment and Certification processes are conducted in a correct and proper manner in accordance with the process and procedures set out in the Training Standards System and in accordance with the criteria outlined by the relevant certifying bodies. This includes but not exclusively, the following:

- Produce and maintain the Assessment Schedule
- Disseminate assessment packs in accordance with the assessment regulations
  Ensure the security of test questions, results and records in all cases
- Co-ordinate the provision of reasonable accommodation, when required
- Organize and prepare Assessment packs and administer the relevant documentation for all assessment events.
- Distribute the list for assessment packs and recall list for assessment packs that have been withdrawn or are out of date

**Person Specification:**

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<tr>
<th>PERSON SPECIFICATION</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Motivation</strong></td>
<td>Excellent and in depth knowledge of Adult, Community and Apprentice Training offered by KWETB to its client base.</td>
<td>Evidence of ability to adapt to changing work patterns, be flexible &amp; accept responsibility.</td>
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<td>Knowledge of course design and assessment and the scope of this job.</td>
<td>Ability to discuss, in detail the provision and services offered by KWETB.</td>
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<td>Experience of working flexibly and on own initiative.</td>
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<td><strong>Personal motivation</strong></td>
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<td><strong>Work-related achievements</strong></td>
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<td><strong>Work Experience</strong></td>
<td>Broad based knowledge of training methodologies.</td>
<td>Experience in Certification and Quality Assurance systems and have networks into training and education.</td>
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<td>Excellent administration skills.</td>
<td>Instructor/Trainer background.</td>
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<td>Excellent IT skills.</td>
<td>Experience of developing and setting up audio/visual equipment.</td>
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<td>Ability to collect, collate and analyse data.</td>
<td>Supervisory experience.</td>
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<td>Experience of writing reports for the Senior Management Team, Board and/or others.</td>
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<td>Ability to develop and deliver power point presentations.</td>
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### Person specification. Contd.

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<tr>
<th>Interpersonal Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Verbal/presentation skills</td>
<td>Positive flexible and pleasant manner.</td>
<td>Ability to work with diverse groups of interested parties.</td>
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<td>Excellent communication skills both verbal and written.</td>
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<td>Experience of relating to personnel at all levels internally and with external customers.</td>
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<td>Experience of working and contributing to team objectives.</td>
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<td>Ability to use initiative in relation to problem solving.</td>
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<th>Education and Training</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>General</td>
<td>Appropriate 3rd Level Qualification or equivalent.</td>
<td>Successful completion of an appropriate Instructor/Trainer Development Programme</td>
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<td>Excellent knowledge of software applications.</td>
<td>Good knowledge of a wide range of occupations</td>
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<th>Circumstances/special requirements for this job:</th>
<th>Own car , Access to transport and the ability to drive</th>
<th>Have successfully completed health and safety training.</th>
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<td>e.g. travel; car owner; driving licence; unsocial hours; base etc.</td>
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### Competences required:
The appointee to the post of Training Standards Officer will be required to show evidence of the following competences:

### Team Leadership
- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise.
- Provides clear information and advice as to what is required of the team.
- Strives to develop and implement new ways of working effectively to meet the ETBs objectives.
- Leads the team by example, coaching and supporting individuals as required.
- Places high importance on staff development, training, and maximising skills and capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change within the ETB.
Judgement, Analysis and Decision Making
- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
- Takes account of any broader issues and related implications when making decisions.
- Uses previous knowledge and experience in order to guide decisions.
- Makes sound decision with a well-reasoned rationale and stands by these decisions.
- Puts forward solutions to address problems.

Management and Delivery of Results
- Takes responsibility and is accountable for the delivery of agreed objectives.
- Successfully manages a range of different projects and work activities at the same time.
- Structures and organises their own and others work effectively.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Delegates work effectively, providing clear information and evidence as to what is required.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
- Applies appropriate systems/processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers of the ETB.

Interpersonal & Communication Skills
- Builds and maintains contact with colleagues and other stakeholders to assist in performing role.
- Acts as an effective link between staff and senior management.
- Encourages open and constructive discussions around work issues.
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances.
- Presents information clearly, concisely and confidently when speaking and in writing.

Specialist Knowledge, Expertise and Staff Development
- Clearly understands the role, objectives and targets and how they fit into the work of the unit and the ETB
- Develops the expertise necessary to carry out the role to a high standard and shares this with others
- Is proactive in keeping up to date on issues and key developments that may impact on own area and the ETB
- Consistently reviews own performance and sets self-challenging goals and targets
- Has significant expertise in his/her field that is recognised and utilised by colleagues

Drive & Commitment to Public Service Values
- Strives to perform at a high level, investing significant energy to achieve agreed objectives.
- Demonstrates resilience in the face of challenging circumstances and high demands.
- Is personally trustworthy and can be relied upon.
- Ensures that customers are at the heart of all services provided
- Upholds high standards of honesty, ethics and integrity.
Note: Please note that it is the responsibility of the applicant to ensure that the completed application form is received on time.

The completed application form, plus 3 copies of same, should be submitted in hard copy no later than 12 noon on Friday, 25th October, 2019 to:

HR Department,
Kildare and Wicklow ETB,
Level 5, Aras Chill Dara,
Devoy Park,
Naas,
Co. Kildare.

Late applications will not be accepted.
Applications will not be accepted by email or fax.
Short listing may apply.
Canvassing by or on behalf of the candidate will automatically disqualify.

Dr. Deirdre Keyes, Chief Executive.