

## **Job Description – Assistant Training Manager**

Reporting to the Training Manager, the role has responsibility in supporting the provision of high quality training to the specified industry accredited standards to delegates through a varied role. The role includes instructing, assessing, and supporting standardisation and quality of training provision. The role will offer wider assistance to the Training Manager by working and supporting others to work in a way that ensures the understanding of applied financial and budgetary targets. The role includes assisting the Training Manager with the effective management of the training team, and working to ensure that all resources are used in the way directed. The role will be part of the wider management team.

### **The role will:**

- Impact on Petans credibility by providing continuous support to the Training Manager on a day to day basis within their team, and as part of the wider management team.
- In the absence of the Training Manager manage the Training Department
- Support department and the wider business with planning by providing input of predicted developments in advance.
- Be part of and assist in the development and maintaining of a skills matrix to ensure that a multi-skilled team is developed and available to support delivery of Petans' full course portfolio
- Where requested to do so engage in the financial responsibility for the management of resources throughout the Training Team.
- Be engaged with the proposal of innovative solutions or alternative approaches to complex issues
- Be responsible for keeping your knowledge of course development and regulatory changes up to date and where required assist in the in-depth investigation and judgment required to resolve
- Assist in the provision of expert guidance to all Petans staff
- Actively input to meetings and discussions to further the development of the team
- Understand and demonstrate appropriate actions to build long-term relationships with customers
- Demonstrate conceptual thinking and research skills

### **Accountabilities – Assistant Training Manager**

1. Delivering training to accredited standards and at all times act in support of business objectives ensuring the provision of quality advice within your area of knowledge to delegates in line with Petans service standards.
2. To assist in the development and implementation of plans in support of the overall business strategy relevant to your department. This will include assisting creation and actively managing your own training plan and providing wider assistance to ensure all training staff are developed to their full potential to be able to support the range of training provided
3. Assist the Training Manager to ensure the smooth running and best value resourcing of training and delivery
4. In the absence of the Training Manager take responsibility for the delivery of all delegate training requirements at Petans, demonstrating appropriate and consistent behaviours in support of a high quality delivery.

5. Support the deployment of resources in line with the requirements of the Training Manager enabling the business to have the right employment mix to support future growth/flexibility
6. To maximise technical expertise in support of business objectives
7. To maintain effective communication/relationships both internally and and where required externally.
8. To provide quality advice in the support of any investigative or negotiation issues in accordance with Petans Business Plan
9. Provide input into meetings and positively influence peers
10. To fully support, in accordance with the overall department plan, the Petans Appraisal process
11. To highlight and where required assist in the implementation of opportunities for innovation which lead to improved service and business performance
12. To comply with Petans' Values Statements and HR Policies, Procedures and Handbook and assist the Training Manager in ensuring compliance throughout the training department.
13. Be proactive with own personal development and actively encourage others with their personal development
14. To actively support the implementation and compliance monitoring of the Petans' Quality, Health & Safety and Environmental Policies

### **Key Competencies**

Communication,	Innovation
Customer Focus,	Financial Awareness
Team Player	Daily Management
Making Things Happen,	Leadership
Embracing Change	Decision Making
Personal Development	Managing Information
Industry Awareness	Confidentiality
Relationship Management	Big Picture Thinking
Planning & Organising	

### **Salary**

Starting Salary - £39,000 increasing to £42,000 after 6 months and a successful probation period. If the successful applicant is an existing Petans Employee all other areas remain unchanged and continuity of service will be maintained for all stated purposes.

### **Scheduled Recruitment Process & Timeframe**

- Job advertisement – internally and externally website and Application Form available from midday 14<sup>th</sup> January 2019.
- Applications close Midday 28<sup>th</sup> January
- \*Assessment process and interviews to take place between 4<sup>th</sup> and 22<sup>nd</sup> February
- Successful candidates notified no later than 1<sup>st</sup> March 2019
- Assistant Training Manager Role starts 1<sup>st</sup> April dependent upon availability of the successful candidate.

\* The Assessment and Interview process will include Inductive Reasoning Tests, written and oral testing/scenario assessment, OPQ (Occupational Personality Questionnaire) and face to face interview.

### **Person Specification including Experience and Qualifications:**

Candidates will have the following, where it is only desirable this is indicated:

- Training or Instructor experience minimum of PTTLs or equivalent
- Driving Licence (Full)
- Computer Skills – Basic knowledge of Microsoft Office packages as a minimum
- A background of survival/emergency response/offshore (Desireable)
- Good standard of Written and Oral English

The person who is successful in the application for this role will be able to evidence and demonstrate the following abilities/capabilities:

- Work within a management team
- Understands the governance of the management team
- Has the ability to work within processes, understanding the need to maintain boundaries and work within appropriate controls
- Has a natural ability to prioritise and escalate appropriately
- Has an understanding of the needs of the business, including the impacts of commercial decisions
- Has the ability to gain buy-in from all around them
- Has a natural ability to Risk Assess a situation
- Has exceptional communication skills specialising in the ability to gather and disseminate information.
- Can demonstrate effective planning and organisation skills that work efficiently.

# **Application Form**

Please complete all sections appropriate to your application and if you feel it would be beneficial for your application, you may also provide a copy of your cv. Submit your application to the Training Manager via e-mail by Midday 28 January 2019 – training@petans.co.uk.

## **1. Personal Details:**

Name:	
Telephone number (Daytime):	
Telephone number (Mobile):	
Preferred email contact address:	

**2. By completing and submitting this form by the close date you are applying for the Assistant Training Manager position within the Training Department.**

**3. Please refer to the Job Description and Person Specification provided and give full details as to why you feel you have the key competencies required by the role and why you are a suitable for the role you are applying for. Your summary should be no more than one side of A4.**

**4. Please advise of your previous experience/achievements that would be useful for us to know in reviewing your application (Max 500 words).**

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**5. Do you consider yourself to have a disability?**

Yes ☐ No ☐

**Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process**

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**Data Protection:**

Information from this application may be processed for purposes registered by Petans under the Data Protection Act 2018. Individuals have, on written request, the right of access to personal data held about them. By completing this form you are giving your consent to Petans processing the data supplied in this form for the purpose of selection. Petans will only keep records of your personal details for as long as it is relevant to do so.

**Petans is an Equal Opportunity Employer.**

**Declaration:**

I declare that to the best of my knowledge the information in this form is complete and correct. I agree that deliberate omission, falsification or misrepresentation of information will be grounds for rejecting this application.

Printed Name:	
Date:	

Please ensure you return this form (and any supplementary documents) to Ian Richards via e-mail [training@petans.co.uk](mailto:training@petans.co.uk) by Midday 28 January 2019

