

## CANDIDATE SPECIFICATION



<b>JOB TITLE</b>	Group Training Instructor	
<b>REPORTING TO</b>	Group Training Manager	
<b>DEPARTMENT/SUB DEPARTMENT</b>	Training	
<b>LOCATION</b>	Southend on Sea	
<b>OVERALL PURPOSE</b>		
To manage, create, deliver and support training, coaching, mentoring and learning & development programmes and assessments for Ipeco employees; the day-to-day supervision and/or support of Ipeco employees; the promotion of Ipeco's training center and to support the recruitment process of employees to the business.		
<b>PRINCIPLE ACCOUNTABILITIES</b>		
<ul style="list-style-type: none"> <li>• Design and develop training, coaching, mentoring, learning and development programmes <i>and</i> assessment against Group needs within agreed timescales and standards (travelling to other UK sites when necessary) including, but not exclusive to, health and safety; supervisor training and mentoring; operator programmes; technical skills training and apprenticeship programmes</li> <li>• Prepare and schedule for training, coaching, mentoring, learning and development programmes <i>and</i> assessment for Group needs within agreed timescales and standards (travelling to other UK sites when necessary) including, but not exclusive to, health and safety; supervisor training and mentoring; operator programmes; technical skills training and apprenticeship programmes</li> <li>• Deliver/support training, coaching, mentoring, learning and development programmes within agreed timescales and standards (travelling to other UK sites when necessary) including, but not exclusive to, health and safety; supervisor training and mentoring; operator programmes; technical skills training and apprenticeship programmes</li> <li>• Assess training, coaching, mentoring, learning and development programme outcomes within agreed timescales and to the recognised standards (travelling to other UK sites when necessary) including, but not exclusive to, health and safety; supervisor training and mentoring; operator programmes; technical skills training and apprenticeship programmes</li> <li>• Review and monitor employee performance against training, coaching, mentoring, learning and development programme within agreed timescales and standards (travelling to other UK sites when necessary) including, but not exclusive to, health and safety; supervisor/management training and mentoring; operator programmes; technical skills training and apprenticeship programmes</li> <li>• Manage programmes (including the administration) of training, coaching, mentoring, learning and development programme within agreed timescales and standards (travelling to other UK sites when necessary) including, but not exclusive to, health and safety; supervisor/management training and mentoring; operator programmes; technical skills training and apprenticeship programmes</li> <li>• In line with the Training Department aims and objectives; liaise with managers to identify and support Group training, learning and development needs within the business and providing cost vs need analysis where applicable. Report requested needs and analysis to line manager</li> <li>• Supervise employees on a day-to-day basis, on or off-site and attend to performance related matters in line with Company Policy</li> <li>• Represent the Training department on the Health &amp; Safety Committee and report to Committee Health &amp; Safety training matters and undertake agreed actions</li> <li>• Support and engage in the Quality Assurance activities associated to delivering qualifications, training, learning and development activities</li> <li>• Support and participate in the arrangements for Company promotions including open evenings, school/college career events, industry days and awards ceremony</li> <li>• Support the recruitment process including the promotion of the Company, Group Training Centre and its programmes</li> <li>• To assist in identifying methods for continuous improvement and undertake programmes of change</li> <li>• Perform and review Risk Assessments to include: various activities; employees; COSHH hazardous substances</li> <li>• To ensure all Company rules and regulations are met and to initiate appropriate corrective action</li> <li>• To maintain a safe working environment and observe the published Health and Safety Policies and Procedures</li> <li>• To carry out any other tasks where reasonable and relevant when required</li> </ul> <p>This is not an exhaustive list.</p>		
<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
GCSE English and Maths (or equivalent) at grade C or above	✓	

CANDIDATE SPECIFICATION



EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Proficient in MS Office	✓	
Turning and / or Milling knowledge, using and maintaining machines	✓	
CNC knowledge, using and maintaining machines		✓
An understanding and use of Lean Principles		✓
Understanding and using Root Cause Correction Techniques		✓
The use of CAD		✓
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	