

Job Description

UKAS Academy Training Manager

Job Details

Job title	UKAS Academy Training Manager
Job purpose	Provide support to the development and delivery of training across the UKAS business and commercially.
Job location	Head Office/Remote
Reports to	Head of Sales Accreditation, Training & Advisory
Qualifications	
Essential criteria	+

Dimensions

Line management	Yes	<input type="checkbox"/>	Budget holder	Yes	<input type="checkbox"/>
	No	<input checked="" type="checkbox"/>		No	<input checked="" type="checkbox"/>

Job Purpose

Core responsibilities	<p>Develop, maintain and deliver training material/courses relating to:</p> <ul style="list-style-type: none"> + internal training events + new-starter induction training modules + external training courses <p>+ Take responsibility for ensuring assigned existing and new courses are developed and updated</p> <p>+ Develop proposals in response to external training requests</p> <p>+ Review new and developing technical areas and assess their potential for new courses</p>
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	<ul style="list-style-type: none"> + Manage large Advisory Service projects to ensure that key deliverables are met + Identify and implement any identified improvements to current training activities taking into account current and anticipated UKAS needs + Deliver new-starter induction training as per schedule, as necessary. This will include (but is not limited to) preparation and update of training material, coordination of logistics with the L&D Administrator, communication with relevant internal stakeholders, updating forms and records as necessary + Ensure individual training records are complete and up to date and the necessary evidence is collected in collaboration with HR and Resource Manager + Participate in internal and external projects on request of the Head of Sales (Accreditation, Training & Advisory) <p>Quality & Technical:</p> <ul style="list-style-type: none"> + Conduct internal audits, including effectiveness checks + Support in overseas advisory/development projects including the contractual and planning stages and, where appropriate, through provision of advisory and/or training services as required by the project + Support the management of visits to UKAS by overseas bodies (such as government departments & agencies) in order to develop their own understanding and processes regarding accreditation. This shall include compilation of plans to meet the requirements of the visitors, which may include onsite witnessing of UKAS assessments + Deliver presentations on UKAS activities and representation of UKAS in relevant external forums and committees as necessary + Subject to availability, act as a Technical Assessor on UKAS assessments where technical competence has been demonstrated and authorised
<p>Non-Core responsibilities</p>	<ul style="list-style-type: none"> +

Signature of job holder:		Date:	
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