

Job title:	NVQ Assessor/Trainer
Reporting to:	Learning and Development Manager
Salary:	Competitive
Job location:	Field Based

Principle Responsibilities	<ul style="list-style-type: none"> • Work with the business to ensure employee operational competence is maintained. • Undertake the role of NVQ Assessor. • Undertake the role of NVQ Internal Verifier. • Build NVQ Workbooks to a high standard. • Deliver training to support Sector Scheme 8 Competency Portfolios. • Assist in the management of Sector Scheme Compliance. • Carry out technical training as required.
Key Tasks	<ul style="list-style-type: none"> • Maintain personal accreditations to be able to offer training, NVQ assessment and verification. • Assess NVQs undertaken by employees through checking evidence in workbooks and carrying out onsite observations. • Internally verify the work of other NVQ Assessors within Swarco UK & Ireland. • Undertake the role of NVQ Assessor and Verifier for external clients. • Help build NVQ workbooks for individuals. • Help build Sector Scheme 8 Competency Portfolios. • Oversee Practical Performance Assessments. • Carry out administration tasks associated with NVQs and the Sector Scheme. • Provide guidance to management to maintain a competent workforce. • Provide guidance to management to ensure competent contractors are appointed. • Design & deliver training as required. • Represent Swarco UK & Ireland with external clients, training bodies and enforcement bodies, • Assist in audits from external bodies e.g., LANTRA or HEA • Keep on top of industry / legal changes to anticipate future needs
Skills, qualifications, and experience	<p>Essential</p> <ul style="list-style-type: none"> • PTTLS • Relevant Qualifications to undertake Highways Electrical Engineer role. • In depth practical knowledge of the Highways Electrical Industry. • Strong communicator. • Efficient time management. • Effective prioritisation and delegation.

	<ul style="list-style-type: none"> • Intermediate level of IT knowledge (Microsoft) for use in projects. • Recording & documenting evidence including use of video. • Ability to manage change & conflict avoidance • Flexibility • Enthusiasm, Drive & Determination • Ability to work in a team • Full Driving Licence • Willing to travel with overnight stops when required. • On-going CPD to ensure up to date knowledge <p>Desirable</p> <ul style="list-style-type: none"> • NVQ Assessor (A1) NVQ/QCF Assessor Certificate (or Award). • NVQ Verifier (V1) NVQ/QCF Level Awards and Certificate in Assessing the Quality of Assessment • HEA AO / QS Qualification (Authorising Officer and Qualified Supervisor) • HEA approved trainer for multiple modules. • Sector Scheme QS course • Experience of training others • Experience of assessing others to NVQ standards • Coaching and leading business change. • Proven ability to work unsupervised. • Able to coach others. • Analytical problem solver
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The above lists are intended to be neither exhaustive nor exclusive.