

VACANCY NOTICE
Competence Manager
37.5 hours per week – Permanent position
Offering a competitive salary

This is an excellent opportunity within The TTE Technical Training Group. TTE is a successful local and international training company based in Middlesbrough, UK with a number of operational projects overseas. TTE is one of the UK's leading providers of technical training and consultancy services to the industries it serves and has an exceptional reputation on the international scene.

The Operations department is looking to recruit a Competence Manager to ensure the successful planning and delivery of Operational activities.

The successful candidate will report directly to the Group Operations Manager.

Principle Responsibilities

- Co-ordinate and plan the cost effective delivery, assessment and consultancy activity across all disciplines
- Liaise with the Training Coordinator – Vocational and the Training Coordinator – Academic to maintain robust planning mechanisms that support the delivery, monitoring, planning and information systems for learners and customers
- Assist the Group Operations Manager and Group Operations Director to strategically plan the development of TTE scope of services within area of expertise
- Assist the Compliance department in managing Awarding Organisation monitoring visits Ensure standardisation meetings take place across all areas of delivery and assessment
- Liaise with employers/client companies to identify opportunities and provide technical support to the Sales Team to provide proposals
- Monitor staff performance and where necessary support staff discipline procedures
- Ensure staff PDR/OTL reviews are undertaken and outcomes managed to meet the needs of the organisation
- Lead the development of e-portfolio integration across the Business
- Provide Consultancy Services to clients within area of expertise
- Develop and explore new standards relevant to meet the Business requirements
- Assist and support development of the Ofsted common inspection framework to meet the needs of the Business
- To manage the assessment of competence on behalf of the business across all disciplines and for UK and International students

The position will be based on Teesside but there may be an occasional requirement to travel nationally and internationally.

TTE is a progressive employer committed to achieving the very highest standard of Health & Safety, Quality and Service to our customers.

A Job Description and application form is available upon request from the HR Team. Please note CVs will not be accepted as a form of application.

The last day for applications will be: Wednesday 7th November 2018.

Any offer of employment will be subject to pre-employment checks, including the receipt of a satisfactory DBS Enhanced Disclosure, production of satisfactory references and proof of relevant qualifications, proof of right to work in the UK as part of our commitment to Safer Recruitment.

If you think you have the necessary skills please complete our application form available from the HR Team - email HR@tte.co.uk

The HR Department
The TTE Technical Training Group

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TTE IS AN EQUAL OPPORTUNITIES EMPLOYER & COMMITTED TO SAFEGUARDING