

Post Title: Industrial Trainer
Responsible to: Commercial Development Co-ordinator
Status: Permanent

Purpose of the job: To provide technical training, advice and assessment on and off site

REASEHEATH COLLEGE MISSION

“To inspire achievement by delivering outstanding education and skills”

REASEHEATH COLLEGE VALUES

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the learner experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and learners demonstrates P R I D E in everything you do through actively supporting our Values:

P eople **R** esponsibility **I** ntegrity **D** iversity **E** xcellence

Key Tasks and Responsibilities of your job role:

Key Result Areas	Tasks
<p>CUSTOMER Learning & Skills Development</p>	<ul style="list-style-type: none"> • Arranging and delivering a range of technical courses to industry both on and off site in order to meet the organisational training needs of food and drink businesses • Assisting the Commercial Development Co-ordinator in the administration and arrangement for work-based programmes • Participates in personal and professional development within the team, ensuring knowledge of the food industry sector is current and future developments are anticipated where possible
<p>CUSTOMER Quality</p>	<ul style="list-style-type: none"> • Ensures client needs are met through effective end to end relationships and monitoring of business impact / client satisfaction • Ensures consistently high standards are developed and maintained throughout the process and that these are monitored and measured with appropriate feedback being given to the learner / business • Prepares learning materials and student assignments

CUSTOMER Business Development	<ul style="list-style-type: none"> • Identifies and develops new and existing client relationships • Develops commercial opportunities within the food and drink industry • Identifies potential full cost courses that deliver excellence in learning and help in the promotion of the Reaseheath brand • Prepares and delivers effective presentations in order to promote the industry support and facilities available at Reaseheath College for food and drink companies
PEOPLE & CULTURE	<ul style="list-style-type: none"> • Operates within the values of the College • Participates fully as part of the team in order to ensure an effective and high performing team
RESOURCES	<ul style="list-style-type: none"> • Works collaboratively across College departments to maximise all potential internal and external opportunities • Has the ability to utilise the MIS system and extrapolate its data effectively and also as a potential training revenue stream
FINANCE	<ul style="list-style-type: none"> • Works actively to support the department in order to achieve departmental budgets targets and deadlines. • Liaise with colleagues at all levels in order to ensure full value for money is given.

PLEASE NOTE

Reaseheath is an education establishment within an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance Development and Review interview, and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

Please note this role constitutes 'regulated activity' as defined by the Protection of Freedom Act 2012. The successful candidate will therefore be required to undertake an enhanced DBS with barred list information prior to starting employment.

Person Specification
Post Title: Industrial Trainer

Key Results Area	Knowledge & Skills	Competencies
<p>CUSTOMER Learning & Skills Development</p>	<p>Minimum of GCSE Maths and English Grade C or equivalent</p> <p>HND or degree in Food related subject</p> <p>IT Skills and experience of MS Office applications</p> <p>Demonstrable evidence of Continuous Professional Development</p> <p>Demonstrable evidence of relevant vocational experience.</p> <p>Minimum teaching qualification of AET/PTLLS or equivalent, or a willingness to achieve within a specified timescale is essential.</p> <p>Assessor award is desirable or a willingness to achieve within a specified timescale is essential</p> <p>Full, clean driving licence</p>	<p>Flexibility</p> <p>Developing Self & Others</p> <p>Passion for Improvement</p>
<p>CUSTOMER Quality</p>	<p>Demonstrable and successful evidence of applying lean manufacture techniques</p> <p>Proven ability to communicate and negotiate effectively with internal and external stakeholders and customers</p> <p>Demonstrable evidence of Project Management skills</p>	<p>Integrity & Accountability</p> <p>Planning & Prioritising</p> <p>Teamwork</p>
<p>CUSTOMER Business Development</p>	<p>Evidence of wide contacts within the industry and food chains</p> <p>Demonstrable understanding of business drivers within the food and packaging industries</p> <p>Proven ability to seek out new opportunities for income streams to be developed</p>	<p>Influencing and Impact</p> <p>Passion for Improvement</p>
<p>People & Culture</p>	<p>Proven ability to demonstrate technical leadership on machinery capability and efficiency</p> <p>Demonstrable evidence of overcoming challenges and influencing challenging situations</p>	<p>Leadership</p> <p>Teamwork</p> <p>Developing Self and Others</p>

	Communicates effectively within the team	
Resources	Ability to utilise resources effectively and efficiently to achieve high standards and targets, whether under direct or indirect control	Planning & Prioritising
Finance	<p>Demonstrable evidence of achieving challenging targets.</p> <p>Ability to contribute to departmental budget setting and tracking against targets for commercial income</p>	Teamwork