

Job Holder: Fleet Technical Trainer / Assessor

Reports to: Fleet Training & Competence Manager

Grade: PM1

Safety Status: Non-Safety Critical

Date version agreed: 13th May 2021

1. Job Purpose

To provide technical systems training and an assessment service to ensure that Fleet colleagues are competent to safely undertake their roles and responsibilities to the required standards.

To provide a training and assessment service to ensure Fleet Apprentices are developed and consistently deliver standards required by the qualification awarding body.

Deliver technical and non-technical training / assessing for West Midlands Trains Engineering department.

Develop training materials and processes to ensure industry best practice is implemented for all Fleet training for safety critical grades.

Ensure training and assessment records are maintained and are in date.

2. Safety

A. This job requires Security Clearance (e.g. Running of Special Trains)	Y
B. The job holder is required to hold a relevant Track Safety competence (e.g. PTS)	Y
C. This is Safety Critical Work Post	Y
D. This is a Key Safety Post	N
E. Reference to this job is included in West Midlands Trains' Safety Certification documents	N
F. This job Manages Employees (undertakes specific tasks indicated in the occupational & operational standards manuals)	Y
G. This job Manages Locations (undertakes specific tasks as indicated in the occupational and operational standards manuals)	N

3. Dimensions

A. Financial:

None

B. Staff:

Allocated Apprentices

C: Others:

None

4. Principal Accountabilities

1. Work to the instruction of the Fleet Training & Competence Manager as directed and within competence
 2. Ensure your personal safety and the safety of others at all times, report any close calls, safety opportunities and accidents/incidents through the correct process
 3. Ensure technical training is delivered to plan and all competence assessment targets are met
 4. Responsible for training all Fleet colleagues in Safety, Technical, Non-Technical & Train Presentation aspects of Traction and rolling Stock and depot equipment
 5. Develop and deliver high quality, effective technical training courses as required
 6. Assist in the improvement of fleet performance through training
 7. Responsible for the provision of all documentation relating to training courses
 8. Carry out competence assessments as required by the competence management system
 9. Work with line managers to develop individual development plans for colleagues
 10. Act as Internal Quality Assurance (IQA)
 11. Keep the place of work clean and tidy at all times, this involves cleaning of the Training facility
 12. Accept future technological advancements specific to your duties and the responsibilities of their roles after due consultation and consideration within the agreed procedures, recognising any productivity improvement and with relevant training being provided
 13. Undertake any safety tours as required
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5. Context

A: Operating Environment:

This role will consist of working shifts where applicable to capture any training and assessment requirements. Both Classroom based and in the Depot environment. Working areas will include confined space (maintenance pits) and working at height

B: Framework and Boundaries:

To deliver training across all Fleet colleagues

C: Organisation:

Refer to organisation chart

6. Relationships

A: Reporting lines

Fleet Training & Competence Manager

B: Other Contacts:

Other Fleet Technical Trainer / Assessors, Fleet Production Assessors, Apprentices, Team Leaders, Fleet Production leadership team

Outside the Company:

Qualification Providers for Apprentices, external training providers

7. Knowledge and Experience

An Engineering background is essential.

A minimum of 3 years knowledge and experience working on traction & rolling stock is desirable. Excellent technical knowledge of WMT traction and rolling stock, safety and maintenance practices would be advantageous.

Hold a relevant teaching qualification and have experience of delivering learning or be willing to work towards a teaching qualification. (Train-the-Trainer, TAQA, L&D Level 3, etc)

Hold an assessor's qualification and have experience in carrying out vocational / occupational assessments or be willing to work towards an assessor's qualification. (D32/33, A1, TAQA, L&D Level 3, etc)

Hold a verification qualification and have experience in Internal Verification or be willing to work towards a verification qualification. (IQA, L&D level 4, etc)

Good numeracy and literacy skills

I.T literate (using Microsoft, Word, Excel and Access)

Good Excel analytical skills

Excellent organisational skills

Excellent interpersonal skills

8. Job Challenge(s):

9. Additional Information

(Provide any further information not included in previous sections, which it is considered would assist others to achieve a better understanding of the job)

10. Sign off

Job Holder:..... **Date:**.....

Manager:..... **Date:**.....

Nominated Deputies

n/a