



INFORMATION GUIDE

Grade VII - Senior Training Advisor

General Terms and Conditions

Reporting to:	Training Manager / Director of Further Education and Training Services / Chief Executive
Nature of Post:	Permanent - 37 hours per week Working as part of KWETBs Training Service under the Direction of the Training Manager / FET Director
Place of Work:	Naas (the post will require travel within the KWETB area)
Salary Scale:	Salary equivalent ETB Grade VII: €49,835 - €64,786
Annual Leave:	29 days per annum

Function of the Job

The provision of essential support services to registered Apprentices and Employers in Kildare and Wicklow to the standards determined by SOLAS under the Standards Based Apprenticeship (SBA) rules.

Duties

The duties of the role will encompass the following:

- Assist in the co-ordination of all the activities of the Standard Based Apprenticeship Programme.
- Carry out the functions/role of an authorised SOLAS Accountable Officer, in accordance with the role's operational rules as set down by SOLAS.
- Promote, operate the Regulatory Apprenticeship programme as per the role description of a SOLAS Authorised Officer.
- Provide information to employers, schools and other interested parties on the Standard Based Apprenticeship Programme.
- Assess the suitability of employers to train apprentices.
- Register apprentices to Standards Based Apprenticeships programme.
- Brief employers on their roles and responsibilities in relation to the on-the-job Phases of SBA.
- Deliver the mandatory briefing session to the employer's nominated Assessor Verifier.
- Schedule and deliver the apprentice induction programme.
- Registration and payment of "off-the-job" allowances.

- Carry out monitoring visits to apprentices and employers during their “on-the-job” phases.
- Management of redundant apprentices.
- Process applications to the apprenticeship appeals committee.
- Process exemption applications for registered apprentices.
- Approval of Apprentices for certification.
- Actively participate in the Apprenticeship Awards Ceremony.
- Liaise with SOLAS, other relevant agencies and representatives bodies where necessary.
- As requested by the manager, obtain and collate appropriate data pertaining to apprenticeships.
- All of the above duties and responsibilities are to be carried out in consultation with the approval of the Training Manager, in a flexible manner and a spirit of teamwork with the other staff of the unit.
- Undertake any other duties as required by the Chief Executive or his delegated Officer.

Key Competencies

ROLE AND FUNCTION OF SENIOR TRAINING ADVISOR

A number of key competencies have been identified as being essential for the effective performance of the role and function of Senior Training Advisor.

1. Planning and Organising

Ability to establish clear objectives and priorities, schedule time, resources and activities effectively and efficiently and carefully monitor progress and results.

2. Achieving Delivery of Results and Customer Focus

Understands and meets the needs of clients. Ability to focus efforts and energy on successfully achieving standards of excellence in delivery of goals and objectives.

3. Communications and Influencing Skills

Ability to express ideas clearly and present information effectively (verbal and written). Ability to clearly and accurately explain issues, policies, procedures and other pertinent information to clients.

4. Team Working

Ability to work co-operatively within a group to achieve targets/goals in a respectful manner.

5. Continuous Improvement and Innovation

Ability to be proactive in generating ideas and activities for improvement and finding creative solutions to problems and issues.

Person Specification

	Essential	Desirable
Motivation: <ul style="list-style-type: none"> Knowledge of Post and Organisation. Personal Motivation. Work Related Achievements. 	<ul style="list-style-type: none"> Good knowledge of Standards Based Apprenticeship Programme. A work history, which demonstrates flexibility and the ability to deliver using your own initiative. 	<ul style="list-style-type: none"> Good general knowledge of training.
Work Experience: <ul style="list-style-type: none"> Specify particular experience/skills required. 	<ul style="list-style-type: none"> Minimum 4 years training related experience and/or experience of dealing with the various client groups. Experience of planning, organising and budget management. 	<ul style="list-style-type: none"> Project Management experience IT/Computer experience Marketing and promotion skills.
Communication/Interpersonal Skills: <ul style="list-style-type: none"> Verbal/Presentation Skills. Writing Skills Special Requirements Disposition 	<ul style="list-style-type: none"> Good written and verbal communication skills. Good listening skills and the ability to empathise with different client groups. Good presentation skills. Good level of computer literacy. Proven Networking Skills 	<ul style="list-style-type: none"> Good influencing skills. Good telephone skills.
Education: <ul style="list-style-type: none"> General Technical Qualifications/Training 	<ul style="list-style-type: none"> Additional relevant development, e.g., training advisory, career planning, instructing, training administration, business consulting. Relevant 3rd level qualification. 	<ul style="list-style-type: none"> Ability to identify training needs.
Circumstances/Special Requirements for this job: e.g. Travel, Car Owner, Driving Licence, Unsocial Hours, Base etc.	<ul style="list-style-type: none"> A full driving licence and prepared to travel. Must be willing to work outside normal working hours. Flexible in undertaking new tasks due to ongoing change. 	<ul style="list-style-type: none"> Knowledge of Local Labour Market.