

CONTRACTED TRAINING OFFICER COMPETENCY

Planning and Organising

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

Achieving Delivery

- 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.

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.

Team Working

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

Continuous Improvement and Innovation

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