

# CAREERS AT CERTSURE

<b>Job Title:</b>	Technical Training Developer
<b>Location:</b>	Certsure operate hybrid working to support a positive work-life balance, which means we're flexible as to where you're located. We have two offices, one in Houghton Regis and one in Chesterfield, hybrid working allows you to work remotely with attendance at one of our offices as required, or to split your time between regular attendance at one of our offices and to work remotely.
<b>Salary:</b>	Circa £44 – £47k plus excellent benefits
<b>Hours:</b>	Full time 35 hours a week We're flexible as to how we can approach this in a way that works for both you and Certsure, therefore please don't hesitate to contact us for further information, or if you'd like to speak to someone to discuss this in more detail.
<b>Contract:</b>	Permanent
<b>Vacancy Number:</b>	023/049
<b>Closing Date:</b>	24th November 2023

## About the role...

We have an exciting opportunity for a Technical Training Developer to join our Organisation. In this role, the successful candidate would be working from home with the requirement to attend Warwick House, Houghton Regis or our Training Centre in Chesterfield. Such attendance to our training centres, will be as required by your manager. You'll be provided with the necessary IT equipment to support remote working.

The successful candidate will be responsible for development of high quality, engaging learning resources, which meet applicable technical standards and embrace teaching and learning best practice to deliver excellent outcomes for customers of NICEIC training.

## About the company...

Certsure offers industry-leading certification services, Building Regulations schemes, and training and assessment products providing support to the construction industry.

We are dedicated to providing professional services and certification to a wide range of customers across the building services sector. Our products and services are delivered through the marketing-leading brand NICEIC. Quality is the foundation of everything we do and as a result, many of our products are Government-recognised and United Kingdom Accreditation Service (UKAS) approved. From the technically excellent assessors to service advisors who really "get" our customers – we are always on the lookout for talented people to join our team.



Proudly  
supporting



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We aspire to have a diverse and inclusive workplace, and as an equal opportunities' employer, Certsure is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

## What you'll be doing...

- Developing high quality, engaging training, and assessment resources for use by NICEIC Training, and as required by Awarding Organisations and Certification Bodies.
- Providing on-going support and guidance to ensure that training resources are effectively delivered in line with applicable technical standards following teaching and learning best practice.
- Run product testing workshops for new courses or training initiatives and support in taking new products through our 'go live' process.
- Supporting in the discovery of new products, areas of growth and methods of engagement to support revenue generation and overall department profitability.
- When required, travel and work away from home including flexible hours and occasional overnight stays.
- Attending internal/external meetings to enable the development of business opportunities and represent Certsure on technical matters at events and exhibitions.
- Undertaking training and assessment duties as and when required.
- Ensuring maintenance programmes are actioned to ensure for the safe operation of equipment and rigs used on courses and assessments.
- Ensuring compliance with Certsure policies, quality procedures, Health and Safety requirements and that safe working practices are in place for training and assessment activities including the creation and review of risk assessments.
- Working collaboratively to ensure all assessment, monitoring and internal verification records are maintained as required by Awarding Organisations and Certification Bodies.
- Providing the required functions as required to support successful External Verification outcomes.
- Ensuring that processes relating to assessment, invigilation and verification are applied and regularly monitored and reviewed to meet the requirements for compliance of external Awarding Organisations and Certification Bodies.
- Supporting the Learning Experience Manager in delivering technical excellence across all aspects of training product development and delivery.

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- Supporting the Learning Experience Manager as appropriate to ensure that observation of training and assessment activities and inspection of remote delivery venues is undertaken in accordance with agreed KPIs.
- Supporting the Learning Experience Manager in the training and development of newly appointed technical course content developers and training tutors – including the associate workforce.
- Supporting internal teams by providing professional and technical advice as required to support development of strong customer relationships and promotion of training and assessment services.
- Undertaking any other duties as appropriate within their competence, as required by the Learning Experience Manager.

## What we're looking for...

- A minimum of Level 3 qualifications or equivalent in related electrotechnical or energy disciplines, with a demonstrable commitment to Continuing Professional Development.
- Excellent knowledge of the current edition of BS 7671 the Requirements for Electrical Installations, related Codes of Practice, and allied business services standards.
- Cert Ed or other suitable teaching qualification or currently working towards achievement.
- Working knowledge of internal verification processes.
- Relevant Assessor and IQA qualifications or be working towards achievement.
- Good communication skills with an ability to work collaboratively across all areas of the business.
- Strong commercial awareness with client facing experience and a consultative approach to building solutions for clients.
- Ability to inspire and engage people, maximising their enthusiasm, commitment, and ability to deliver an excellent learning experience.
- Takes ownership and personal responsibility for own learning and development.
- Ability to work independently or as part of a team.
- Ability to make decisions based on Certsure's strategic objectives and Technical Excellence standards.
- Excellent IT (Microsoft 365) and writing skills and experience of using course development tools, for example, PowerPoint, Prezi, Panopto or Nearpod.
- Ability to prioritise and organise own workload.
- Awareness of current energy industry initiatives including the low carbon agenda.
- Commitment to follow Certsure's Behaviours for Success.

## What we offer you...

- 25 days annual leave (pro rata for part time)
- Up to 3 flexi-days each year (pro rata for part time)

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- Special domestic leave of up to 5 days each year (pro rata for part time)
- Learning and development opportunities
- Pension scheme
- Life Assurance
- Private healthcare
- Employee Discount platform
- Loyalty days
- Loyalty awards
- Employee Recognition
- Refer-a-friend scheme
- Free eye tests
- Bike loan scheme
- Company car / car allowance

## Find out more about us...

Websites: [www.certsure.com](http://www.certsure.com) or [www.niceic.com](http://www.niceic.com)

Twitter: @officialNICEIC

LinkedIn: <https://www.linkedin.com/company/niceic>

Facebook: <https://www.facebook.com/NICEIC/>

Instagram: <https://www.instagram.com/officialniceic>

## How to apply...

If you think this is the job for you, then we'd be delighted to hear from you!

Please send your CV and a covering letter to [vacancies@certsure.com](mailto:vacancies@certsure.com).

We're unable to respond to all applicants due to the high volumes of CVs we receive. Therefore, if you don't hear from us, unfortunately this means you've been unsuccessful on this occasion.