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| **Job Title:** | Commercial Trainer and Skills Advisor | **Department / Business Sector:** | MTC Training – Commercial Training |
| **Career Level:** | Admin 1 | **Reporting to:** | Commercial Training Manager |
| **Location:** | Home unit Ansty with expectation to operate from Oxford Advanced Skills Site OX14 3EB, Liverpool Office and various employer sites nationwide. |  |  |

**About MTC Training**

MTC's vision is to develop a training capability that embeds adaptable knowledge, skills and behaviours that future proof UK manufacturing. Aligning technical content identified in MTC's core business to our apprenticeship and commercial (engineer upskilling) is at the core of our strategy.

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|  | **Description** |
| **Job Purpose** | This Commercial Trainer and Skills Advisor role is required to manage and develop a comprehensive and innovative teaching and learning experience in a variety of practical and theoretical skills within relating to current industry standards and requirements with knowledge and awareness of future skills shortages and gaps.  The role will require you to deliver high quality technical training to small groups of learners through face-to-face or online learning following a core objective set by either industry panels or customer preference.  You will also develop softer skills, embedded within the training and customer focused environment. This will require you to provide regular constructive feedback to customers and advise and shape training requirements to suit the requirement but also align with the MTC’s organisational strategy. |
| **Person Specification** | All aspects of the role are to be carried in adherence to the **MTC RIGHT way** values: acting **responsibly,** providing **inspirational leadership,** delivering in the broadest sense a **great working environment,** leading with **honesty and integrity, and p**romoting **teamwork**.    In addition:   * Be customer and quality focused. * Be approachable, and able to handle issues with sensitivity and confidentiality. * Able to work independently with own initiative and in a team. * Be comfortable updating various internal and external stakeholders on a regular basis and give presentations to a wide variety of audiences. * Work under pressure to meet tight deadlines. * Highly articulate and presentable. * High levels of organisation skill and attention to detail. * Promote the safety and wellbeing of children and young people and adults |
| **Key Activities** | * Effective delivery of Commercial based training focusing on technical upskilling but also promoting awareness around advances in technology and skills associated to net zero targets and the application of new and emerging technology. * Enable delegates to achieve technological aspirations and competencies from a variety of teaching platforms. * Manage physical learning resources and teaching spaces required to ensure the training and delivery experience for delegates is at the highest-level encompassing both customer satisfaction and quality through delivery. * Create learning content and custom development of material to suit a range of customers needs and individual requirements. * Liaise and consult various industry professionals to decide and implement commercial offering, offering expert advice, guidance and consultation. * Support Commercial Training Manager in active engagement in projects and management of commercial portfolio and delivery planning. * Monitor, own and be responsible for the learning environment (Both live, regarding experience and safety but also equipment and maintenance). * Ensure learner workplace health, safety and welfare by working with the Designated Safeguarding Lead (DSL) and associated H&S executives. |
| **Communication** | * Ability to communicate high level technical information at a granular level to experienced professional level. * Excellent written and oral communication skills. * Excellent use of technical applications and digital skills. |
| **Innovation** | * Be creative in thought processes and delivery. * Strive to improve our commercial training offering by developing new and interactive methods of teaching. * Integrate the latest industry standards into the training offering through building relationships internally and externally. * Willing to undertake both theoretical and practical upskilling as required to remain at the forefront of technological advances and adoption. |
| **Knowledge** | * High level of Electrical and mechanical engineering knowledge and process Controls applications. * Core knowledge around Additive Manufacturing processes and Electrification awareness. Preferably gained from industrial experience/awareness. * Experience in the use digital platforms to both design and deliver training material. * Evidence of lean practices and training delivery. * Extensive knowledge on H&S practice and management. |
| **Qualifications** | **Essential:**   * Industry related vocational qualifications in electrical competency. * Functional Skills Level 2 / GCSE's in Maths and English grade C or above. * Must hold BS7671 18th edition wiring regulations.   **Desirable:**   * Recognised H&S qual * CAVA or equivalent assessor qualifications. * Recognised Training/Teaching Qualification. * Relevant training awards in modern advanced technology. |
| **Vetting Checks** | Learners’ safety and wellbeing is of paramount importance to all MTC Training employees. All individuals are expected to actively contribute to our culture of safeguarding and vigilance to ensure learning is delivered in the safest environment possible.  Shortlisted candidates are subject to safer recruitment screening, including but not limited to:   * Employment history check, * Right to work check, * Identity check, * Two references, * Qualification check, * Industry prohibitions check (applies to programme delivery and assessment roles), * Public online activity search, * Enhanced DBS with children’s barred list check.   The successful applicant will be required to promptly complete training relating to safeguarding and prevent and is expected to undertake ongoing training in relation to children’s safety and wellbeing.  The successful applicant will be expected to maintain our safeguarding culture and contribute to it by supporting the Designated Safeguarding Lead and safeguarding team.  The successful applicant will be required to adhere to our Code of Conduct and share our commitment to the welfare of children. |