Job Specification: Technical Field Manager – Standards and Training

Department:	Programmes
Scale:	Technical 3
Line managed by:	Standards and Training Manager (STM)
Responsible for line managing:	Training staff and students
Location:	Overseas

MAG's Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

MAG's Values: Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

DETERMINED - we work with purpose.

EXPERT - through excellence and expertise we build trust.

INTEGRITY - we strive to do the right thing.

COMPASSION - people come first in everything we do.

INCLUSIVE - we are inclusive, and we value diversity.

Job Purpose:

The Technical Field Manager - Standards and Training, is a member of the programme's Standards and Training Team (ST Team) consisting of other international and national staff. The ST Team's purpose is to develop and deliver quality Training Management Packages (TMPs) in all areas of land release, operational management, and technical EOD competencies in compliance with MAG Global Technical Standards (GTS), Standard Operating Procedures (SOPs), mission and mandate.

To develop and implement comprehensive Quality Management Systems (QMS) across all areas of technical operations to maintain safety, improve standards and promote best practice. To conduct incident and accident investigations and prepare comprehensive reports in compliance with MAG GTS to ensure lessons are learnt.

Job Description:

<u>Training</u>

- Plan, prioritise & coordinate all training operations within the programme in order to achieve project outputs
- Conduct relevant Training Needs Analysis (TNA) to develop current course and training curriculums and develop new programs and curriculum where necessary
- Develop all internal training management packages (TMP) in coordination with the STM/TOM

- Ensure all training is designed and delivered within the parameters of the project and technical Standard Operating Procedures (SOPs)
- Conduct training and mentoring for national staff instructors in techniques and skills for training, to assist in the effective delivery of training courses
- Carry out reviews, development and revision of SOPs and training curriculum as required in consultation and coordination with the STM and TOM
- Plan and implement monitoring and assessment of all operational teams to ensure effectiveness of training and identify training needs.
- Responsible for accountability and maintenance of all training equipment and facilities, ensuring these are safe to use, maintained and upgraded where appropriate and necessary.
- To develop and implement personal development plans for a national counterpart.
- Pro-actively recommend new training and procedures in relation to enhancement of productivity, safety and skill sets to the TOM.

Quality Management:

- Plan, implement and report on Quality Assurance (QA) activities conducted by the ST team.
- Ensure ST team staff are fully familiarized with National Mine Action Standards (NMAS) MAG SOPs, International Mine Action Standards (IMAS) and all MAG programme operational documentation.
- Provide weekly reports to the STM on all internal QA monitoring visits and evaluations.
- Plan, coordinate and record all quality management operations within the programme.

Technical:

- Ensure full knowledge of and ensure implementation of all SOPs, drills and other work practices.
- Conduct reconnaissance and survey of mine/ordnance contaminated areas as appropriate.
- Ensure an in-depth and up-to-date knowledge of all mines and munitions in the theatre ofoperations.
- Ensure an in-depth and up-to-date knowledge of all relevant technical equipment in the theatre of operations.
- Ensure the maintenance, and safe and appropriate storage of all necessary project materials and
- equipment (including explosives and accessories).
- To conduct assessments and other technical training missions on behalf of MAG in country and worldwide.

Capacity building:

- Design, development, delivery and evaluation of appropriate training programmes for technical personnel within the project. Oversee the day-to-day training and development of national staff to conduct Land Release, mine and EOD activities in compliance with MAG GTS and MAG SOPs.
- Build and maintain good working relationships with all national staff to maximize capacity-building objectives.

Management and HR:

- Manage, motivate and develop the training team within the project to perform to a high standard.
- Ensure that staff and student files/records for training and qualifications are produced and shared with HR.
- Ensure that HR policies and procedures are implemented in consultation with Base Manager / HR Manager.
- Participate in the recruitment procedures for all project students in line with MAG's policies and procedures.

Communication and Reporting:

- Ensure the STM and TOM are fully informed on all training issues and technical difficulties identified.
- Submit accurate training reports as directed by the STM, and produce technical reports and documents as required.
- Assist the STM/TOM in the development and production of training proposals, reports and budgets
- As required by the STM/TOM conduct or participate in investigation and reporting of incidents/accidents in compliance with MAG GTS 10.60 Investigation and Reporting of incidents and accidents.
- Liaise with the programme as required to ensure consistency in training objectives, best practice and lessons learnt are shared.
- Ensure that all training activities are recorded and reported to STM/TOM.

Health, Safety and Security:

- Monitor security situation in work location and areas of operations ensuring that the STM/ TOM are kept informed of security risks and developments.

All International staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development Programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference

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Person Specification

Essential Experience

- Experience of working in HMA operations incorporating Land Release in mine clearance/EOD operations in countries contaminated with explosive remnants of conflict (ERW).
- Experience of managing training and quality assurance teams
- Experience in training students in the above skill sets
- Experience of training, motivating, and managing a diverse group of people
- Experience of training, mentoring and coaching others, with the use of a translator.
- Experience of managing & conducting formal or informal training and the transfer of appropriate skills to others.
- Experience of working independently for extended periods of time in 'stand-alone' environments with minimal supervision.

Essential Skills and Knowledge

- Technical knowledge of land release approaches, integrated clearance of mines and unexploded ordnance including new developments
- Ability to develop, review and comply with security and technical Standard Operating Procedures
- Excellent organisational skills with the ability to plan and coordinate training and quality assurance teams, activities and projects.
- Excellent communication and interpersonal skills
- Good literacy, numeracy, and IT skills
- Knowledge in one or more of these technical skill areas is essential

Essential Aptitude

- Interest in and commitment to MAG's humanitarian mandate and principles
- Ability to develop and apply training and administrative work plans.
- Innovative, creative and proactive with an analytical and solution-oriented approach
- Determined and committed to high quality standards and continually improving effectiveness and efficiency
- Ability to establish and develop effective working relationships in a cross cultural environment at all le internally and externally
- Self-motivated, flexible and enthusiastic approach to work
- Ability to meet deadlines and work calmly under pressure
- Ability to represent and promote MAG

Qualifications

- Relevant and recognised EOD/demining qualification to fulfil organisational needs or suitable practical experience

Signed employee:	**Date:**
Signed manager:	**Date:**

September 2024