Job Specification: Standards and Training Manager

Department:	Programmes
Scale:	**Tech 4**
Line managed by:	Technical Operations Manager
Responsible for line managing:	**Standards and Training Team** (SaTT)
Location:	Ukraine

MAG's vision is a safe future for women, men and children affected by violence, conflict and insecurity. 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 and build safer futures. 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'.

Job Purpose:

The Standards and Training Manager (STM) will manage and develop technical training and standards across the programme in all matters relating to field operations, equipment and training, and provide logistical and administrative support to the Technical Operations Manager (TOM). The STM shall develop and manage a Standards and Training Team, and the Standard and Training Team (SaTT) shall lead on quality management of field operations to maintain standards and encourage continual improvement of operational processes and procedures.

Job Description

- Set up and maintain a suitable standards and training office or facility designated by the Technical Operations Manager (TOM)
- Develop, plan and deliver Personal Development Programmes (PDPs)
- Develop training management packages (TMPs) for all levels of Minefield, EOD, IEDD competencies set out in MAG Global Technical Standards (GTS) in coordination and cooperation with the ODT HMA S a T A
- Conduct training needs analysis to develop training programmes and modify/improve existing training programmes
- Manage and train instructors and Supervisors in techniques and skills for delivering training and working with the relevant technical staff
- Set up and maintain a comprehensive filing system representing all issues relating to standards including QA (Quality Assurance) evaluation forms and training activities within the programme.
- Ensure that all programme training facilities and training aids are properly maintained including FFE registers
- Planning and implementation of Quality Assurance (QA) evaluations by SaTT covering activities and the full land release process
- Preparation and maintenance of a QA evaluation form data base to analyse and identify training needs and share lessons learnt across the programme
- Weekly reporting of Quality Assurance (QA) activities to Technical Field Manager's (TFM), Technical Operations Manager (TOM) & IMU
- Monthly reporting of Quality Assurance (QA) activities to Technical Field Manager's (TFM) Technical Operations Manager (TOM) & IMU
- Assist in coordination and planning of training for external partners and nominated agencies.
- Collate and maintain a training calendar for all technical training.
- Ensure end of course reporting is completed for students for all training.
- Compile and maintain a technical library of relevant materials and documentation to support training and development and knowledge among staff.
- Develop and maintain training facilities and resources.
- Compilation of training records for programme operational staff.
- Ensure data base of qualified technical instructors is maintained.
- Develop and implement competency tests and assessments for individuals.

- Assist individuals with development of personal technical competencies and experience.
- Conduct incident or accident investigation and reporting in accordance with MAG GTS.
- Assist with any technical trials or evaluations requested by the TOM.
- Work with databases in maintenance of accurate records
- Produce clear, concise, factual reports when required to do so

All HQ 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.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Experience of working in mine clearance, BAC, EOD, IEDD and buildings clearance in countries contaminated by remnants of conflict
- Experience of managing field clearance operations
- Experience in design, development and delivery of training
- Experience of leading, motivating and managing a diverse team of people
- Experience of managing & conducting formal or informal training and the transfer of appropriate skills.
- Experience of working independently for extended periods of time in 'stand-alone' environments with minimal supervision.
- Experience of mentoring and coaching others

Essential Skills and Knowledge

- Comprehensive knowledge and experience in EOD dealing AVMs, APMs, missiles, rockets, mortars, grena and air dropped and delivered EO and weapons systems including CMs.
- Ability to develop, review and comply with security and technical Standard Operating Procedures
- The ability to contribute technical knowledge and clearance targets to proposals and reports
- Excellent organisational skills with the ability to plan and coordinate activities and projects
- Excellent communication and interpersonal skills

Good literacy, numeracy and IT skills

Essential Aptitude

- Interest in and commitment to MAG's humanitarian mandate and principles
- Ability to develop and apply field operations 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:**