

## Competence Coordinator

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Company: Wood

Location: United Kingdom

Category: life-physical-and-social-science

Wood is looking for a Competence Coordinator to join our busy team on a flexible hybrid working pattern. This role would suit someone who has previously gained experience in a training and competence role.

Assists in the development of and delivery of effective, efficient and pro-active competency initiatives and drive employee competence assurance completion which will enhance the skill base and provide development opportunities for a variety of groups within the business. To assist in the implementation of a competency management system and processes for Wood Operations, EMEA.

Act as Approved Centre Co-ordinator, ensuring compliance with Centre and Awarding Body procedures.

Monitor reporting and narrative feedback to support the uploaded data.

Must be willing to undertake short assignments away from base location, to perform similar duties as detailed below.

Provide general administrative support to the Competence Assurance Team Lead and Technical Training and Competence Manager

Provide advice on range and appropriateness of competence assurance services available and assist in the full implementation.

Assist with the design and implementation of region templates which are required to

assist in the development of competence assurance activities

Assist in ensuring that the Competence programmes are consistently applied across the business and take all necessary action to manage problems or obstacles to satisfactory implementation

Prepare guidance documents to communicate best competence assessment practice and standardise the approach throughout the company

Assist the Competence Assurance Team Lead and Approved Centre Manager with competence assurance audits

Ensure that all CMS systems are maintained and kept up-to-date

Assist the Competency Team Lead with the production of progress reports for management, clients and Awarding Bodies to agreed timescales, having due regard to the agreed key performance measures

Assist Competence Assurance Team Lead in maintaining and updating the CAMs SharePoint

Ensure personal (own) development matches current and future requirements. Identify areas for improvement and continually evaluate, ensuring performance is at the optimum level.

Any other delegated responsibilities as instructed by the line management within the timeframe specified in a safe and efficient manner to meet business requirements, provided the instruction is reasonable and you are capable and deemed competent to fulfil these.

Approved Centre Co-ordinator Activities:

Act as focal point for the External Verifier and Awarding Bodies

Responsible for notifying Awarding Bodies of any relevant changes, such as a change of premises, change of Head of Centre, application for new qualification approval

Responsible for registration of individuals with Awarding bodies; assignment of qualifications to candidates within TCMS; apply for certification upon completion; archival of completed qualifications within TCMS

**Knowledge, skills and experience:**

Previous experience in a training and competence related role.

Intermediate or advanced knowledge of MS Office, in particular Excel, Word and Outlook

Excellent written and verbal communication skills

Ability to manage a high volume of work and to prioritise

Demonstrate teamwork, respect, integrity, innovation and a customer focused approach.

### **Personal attributes:**

Good interpersonal skills; interacts with others in a positive and professional manner at all times.

Flexible to undertake varying work with changing priorities

Attention to detail

Demonstrates an understanding of the company vision and strategy in what they say and do

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