

**JOB DESCRIPTION/PERSON
SPECIFICATION**

Job Title:	Senior Training Consultant – Marine Engineering
Responsible to:	Director, MODAL Training
Responsible for:	N/A

1.	Job Purpose:
1.1	To manage the development, preparation and delivery of high quality education and training programmes in marine engineering. To provide student and industry support by creating an excellent and innovative learning environment and to assist the college in meeting its objectives.

2.	Principle Accountabilities:
2.1	Take an active and hands-on role in the management of marine engineering courses and the preparation of site works enabling course content delivery, working alongside colleagues from various disciplines and functions.
2.2	The preparation of development plans aligned to industry needs and the strategic goals of MODAL training.
2.3	Liaise with external bodies for course content, approvals and quality control, including the MNTB, MCA, SQA, MSA, Workboat Association and other bodies as required.
2.4	Prepare and deliver course material to a range of programmes as directed by the Director. These will include courses up to and including Foundation Degree in marine engineering; HNC/D, HN and short course materials in marine engineering and ER simulation.
2.5	Carry out a range of lecturing and associated functions in connection with classroom teaching, workshop training, use of simulators, tutorial work, assessment, open and distance learning courses and student placements as required.
2.6	Ensure safe working practice and the inculcation of SWP in all students.

3.	Key Tasks:
3.1	Management of the programmes for marine engineering ensuring excellent use of resources and contributing to the financial targets of MODAL training.
3.2	Plan and deliver course content to meet industry needs.
3.3	Attend meetings with external bodies on behalf of MODAL training providing reports of impact against the strategic plan.
3.4	Develop and deliver marine engineering units for academic approval in subjects including marine engineering and applied mathematics aligned to marine cadetships to the level required for FD, HND and HNC; Level 2 and level 3 Diplomas.
3.5	Develop and deliver marine engineering short course materials for MCA and industry approval including AEC I and AEC II, HV.
3.6	Carry out lecturing and tutorial duties in classroom, blended and distance learning settings for academic units in marine engineering up to and including FD, for MCA short courses and oral examinations, IAMI examinations and other industry needs as directed by the Director.
3.7	Develop and deliver materials using the ER simulator facility at MODAL.
3.8	Carry out assessments, examinations and other validation work as required to ensure academic rigour.
3.9	The creation of an innovative learning environment where students and their professional development are placed as a high priority.

4.	Special Features:
4.1	Assistance with the provision of welfare support to students and administration of their learning. Undertake liaison activities with training providers, industry bodies, employers and with parents/guardians as appropriate. This will include participation in out of hours work and visits as required.
4.2	Participate in a range of marketing activities.
4.3	Undertake research and consultancy as required.
4.4	Work as a member of course teams and to take responsibility for the administration of specified courses or subject areas as required.
4.5	Participate in curriculum development activities including the identification of consumer requirements, planning, development and evaluation of courses and course material.
4.6	Maintain class registers and records and provide reports and statistics as required. Undertake student appraisal and classroom observations in accordance with College policy.
4.7	Contribute to extra-curricular activities as required.

4.8	Participate in arrangements for examinations, including writing and marking papers and invigilation duties as appropriate.
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5.	Other Requirements:
5.1	Undertake professional development and staff development to update subject knowledge and to meet the changing needs of the facility.
5.2	Promote equal opportunities at all times and comply with the Institute's Codes of Conduct. This job description is for illustrative purposes only. It is expected that the employee will be flexible and in the acceptance of tasks and requirements, always in line with the policy of the Institute and MODAL training. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive and may change from time to time following consultation with the member of staff.

6.	Budget Responsibility:
6.1	The post holder is required to ensure that the areas under their responsibility achieve budget on a monthly/ annual basis. The post holder will be required to observe and comply with the financial regulations of the Group at all times. (if no budget responsibility state "The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Group's purchasing and financial regulations .

7.	Continuing Professional Development:
7.1	The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for.
7.2	The post holder must undertake all training deemed mandatory by the Group (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

8.	Health and Safety:
8.1	The post holder will be required: <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

8.	Equality and Diversity:
8.1	The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.

9.	Safeguarding Children and Vulnerable Adults:
9.1	The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

10.	Group Policies and Procedures:
10.1	All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	<p>Level 2 Maths and English or equivalent</p> <p>Chief Engineer (unlimited) certificate of competency or a HND in Marine Engineering plus other marine industry experience or senior experience in shipyards and related disciplines</p> <p>Degree in a relevant engineering or science discipline</p> <p>Training qualifications</p> <p>Safety Training Qualifications</p>	<p>E</p> <p>E</p> <p>E</p>	<p></p> <p>D</p> <p>D</p>
Specialist Knowledge	<p>Up to date knowledge / experience in marine engineering or marine electrical / electronic subjects.</p> <p>The development of teaching materials for academic and MCA approval.</p>	<p>E</p> <p>E</p>	<p></p> <p></p>
Experience	<p>Served at sea as a senior engineering officer or other equivalent experience.</p> <p>Recent seagoing experience</p> <p>Experience in teaching and assessment of marine engineering.</p> <p>Use of ER simulators in a shore based training setting</p> <p>Acted as lead for the development of courses for MCA and MNTB approval</p> <p>Acted as head of programme or senior lecturer or equivalent for marine engineering training</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p></p> <p>D</p> <p>D</p>
Skills and Attributes	<p>Good administrative, communication and managerial skills to the level required of a first line manager.</p> <p>Demonstrable skills in business presentation.</p> <p>Advanced IT skills and the ability to handle simulation in a teaching environment.</p> <p>Willingness to work to deadlines to achieve the required outcomes.</p> <p>Self-motivated</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p></p> <p>D</p>

	Good interpersonal skills	E	
	Suitable to work with young persons. (Checks will be made)	E	
	Flexible approach to work	E	
	Innovative and creative, willing to use modern teaching methodology	E	
Other	DBS check carried out on appointment	E	

Qualities identified and determined by:

E = Essential

D = Desirable