



Job Description – Trainer Assessor

Reports to: Mark Taylor, Head of Learning and Development
Based: Home Based
Hours: 35 hours per week although significant UK travel will be required

About Us

The Road Transport Industry is a dynamic, business critical sector upon which the UK economy depends. The Road Haulage Association (RHA) is the only UK trade association dedicated solely to the needs of UK road transport operators. It is the voice of the road haulage profession, a champion of its interests and a respected partner to the broader logistics community. We represent approximately 7,000 member companies.

Job Purpose:

- The delivery of End Point Assessments (EPA's) for the Supply Chain and Logistics Apprenticeship Standards and other Transport based Assessment training programmes. You'll already be working in transport related training role with a Class C+E licence perhaps in driver trainer or instructor role. Ongoing training and development will be provided to enhance your skillset and expand your portfolio of training capabilities. Applications are also invited from experienced Transport and Logistics Training Professionals

Key responsibilities and duties:

- You will deliver a programme of agreed training across a wide geographic area and be able to advise and support delegates.
- Knowledge of delivery of the following course types:- Driver Assessments, Driver CPC, Driver's Hours and Tachographs, In-Cab driver development, Banksman/Yard Marshall Training, Manual Handling and Health & Safety.
- You will work closely with other members of the Training Team to establish best practice and make any improvements to the delivery of the training as a result of such discussions.
- To effectively prepare and update training course content on a regular basis.
- To identify opportunities for the delivery of bespoke training
- Provide subject matter expertise on a range of learning interventions to support the company's operational requirements and other relevant developments in legislation as required.
- Maintain records, collect data and produce reports to a high standard.
- You will have experience of being an assessor
- You will ensure you have a full knowledge of all services offered by the RHA in order to advise accordingly of any services that may be of benefits to any delegates
- There will be the requirement for some weekend work and overnight stays
- There will be an occasional requirement for LGV C+E driving duties (relief cover) to support promotional and exhibition areas of the business
- A company car will be supplied as part of this role

Key skills:

- Must be a people person with the ability to build rapport with colleagues and delegates
- Strong communication skills essential both written and verbal
- Positive 'can do' attitude

- Commercially aware
- Good time management skills
- Strong organisational skills with attention to detail and a methodical approach
- Ability to manage workload with the minimum of supervision

Key attributes:

- Training and Assessment Experience
- A minimum of 5 years transport industry experience gained either in a transport operational role or an associated industry role.
- A full LGV C+E driving licence.
- In vehicle, fuel efficiency and defensive driver trainer
- Practical Safe loading trainer
- An appropriate Health & Safety Qualification
- Instructor qualifications i.e. PTTLS, DVSA instructor or similar
- Assessor or Internal/external verifier qualifications
- IT literate and familiar with the MS Office package, including PowerPoint and Outlook
- Applicants with experience of delivering Transport Manager CPC, DCPC and ADR

General Responsibilities:

All employees of the RHA have the following responsibilities:-

Health and Safety

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

Training and Development

- To undertake all reasonable training, learning and development activity designed to support you in your role

Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment

Quality Policy

- To be responsible for the activities required to support the organisation's Quality Policy

Employee's Signature:

Date:

Manager's Signature:

Date:

Review Date:

Date: