Job Specification: Standards and Training Manager

Department:	Programmes
Scale:	Technical 4
Line managed by:	TOM
Responsible for line managing:	Training Monitoring and Evaluation Unit (TMEU)
Location:	Iraq

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job Purpose:

The Standards and Training Manager (STM) will manage a Training, Monitoring and Evaluation Team (TMEU) with international and national staff to develop and deliver quality Training Management Packages (TMPs) at all levels of EOD and IED clearance competencies set out in IMAS. To implement comprehensive Quality Management Systems QMS) across all areas of technical operations in order to maintain safety, improve standards and promote best practise. To conduct incident investigations and prepare comprehensive incident and lesson learnt reports.

Job Description

- Set up and maintain a suitable standards and training office facility in Chamchamal,
- Plan develop and provide training and technical staff development programmes
- Develop training management packages for all levels of EOD, IED and mine clearance competencies set out in IMAS
- Analyse training needs to develop training programmes and modify/improve existing programmes
- Train instructors and Supervisors in techniques and skills for training and dealing with the relevant technical staff
- Set up and maintain a comprehensive filing system representing all issues relating to Standards and training activities within the programme.
- Ensure that each Sector training facilities and training aids are properly maintained including FFE registers
- Planning and implementation of Sector TMEU QA activities
- Preparation and maintenance of a QA evaluation form data base and sharing of lessons learnt
- Weekly reporting of TMEU QA activities to the Sector TFM's TOM & IMU
- Monthly reporting of TMEU QA activities to the TFM's TOM & IMU
- Assist the TOM in Co-ordination of all Internal and External Training.
- Ensure collation and maintenance of training plans for annual training.
- Ensure end of training reporting is completed by the relevant people.
- Set up and maintain a technical database and library for all training management packages and related documentation.
- Assist with the accurate compilation of training records for programme operational staff.
- Ensure data base of qualified instructors is maintained to accurately assign instructors to courses when required thus minimizing disruption to operations.
- Assist with staff performance reviews to determine those who are qualified to disarm / render safe IED's.
- Promote new innovations and technologies
- Assist development of individuals technical knowledge and skills through provision of 'personal development plans'
- Conduct or assist in incident investigations as required by the TOM
- Conduct or assist in technical trials or evaluations requested by the TOM.
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- Work with databases in maintenance of accurate records.
- Produce clear, concise, factual reports when required to do so.

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.

Person Specification

Essential Experience

- Experience of working in mine clearance, EOD (including IED and IEDD) operations in developing countries are contaminated by remnants of conflict
- Experience of managing field clearance operations
- Experience of leading, motivating and managing a diverse team of people
- Experience of mentoring and coaching others
- Experience of managing & conducting formal or informal training and the transfer of appropriate skills to othe
- Experience of working independently for extended periods of time in 'stand-alone' environments with minimal supervision.

Essential Skills and Knowledge

- Technical knowledge of mines/unexploded ordnance/IEDs and mine clearance techniques, including approaches with machines and ROVs in IED clearance. Ability to develop, review and comply with security 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 implement training management plans Innovative, creative and proactive with an analy 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 Training and EOD/IED/demining qualification to fulfil organisational needs or suitable practical experience

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

February 2019