



## Job Specification: Standards and Training Manager

Department:	Programmes
Scale:	Technical 4
Line managed by:	TOM
Responsible for line managing:	Standards and Training Team (STT)
Location:	Sri Lanka

**MAG's Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy.** 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, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear.** 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'.

**MAG's Values:** Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

**DETERMINED** - we work with purpose.

**EXPERT** - through excellence and expertise we build trust.

**INTEGRITY** - we strive to do the right thing.

**COMPASSION** - people come first in everything we do.

**INCLUSIVE** - we are inclusive, and we value diversity.

### Job Purpose:

The Standards Training Manager will manage and develop technical training and standards across the programme in all matters relating to field operations, equipment and training, and to provide logistical and administrative and technical support to the TOM and STT. Support will include compilation of training management practises and training plans to assist in maintenance of operational effectiveness through co-ordination, planning and asset management.

### Job Description

- Maintain a suitable standards and training office facility in Vavuniya Central Operations Base (COB)
- Plan develop and provide training and technical staff development programmes
- Develop training management packages (TMP's) for all levels of technical survey and minefield clearance activities and improve those competencies as set out in MAGs Global Technical Standards (GTS) and country Standing Operational procedures (SOPs).
- 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 all sector training facilities and training aids are properly maintained including FFE registers
- Manage, planning and implementation of QA, QA sampling and compliance activities conducted by the STT QA activities.
- Conduct QA, QA sampling and compliance as necessary; to include all technical activities, health and safety matters and medical procedures as dictated by the TOM
- Preparation and maintenance of a QA, QA sampling and compliance evaluation form data base
- Ensure timely reporting of QA, QA sampling and compliance activities and critical non-conformities to the TOM.
- Assist in Co-ordination of all internal and external training.
- Ensure collation and maintenance of training plans and staff competency records for annual training.
- Assist with input for end of course reporting and data analysis
- Maintain accurate technical library documentation.
- Assist with the accurate compilation of training records for programme operational staff.
- Ensure database of qualified instructors is maintained to accurately assign instructors to courses when required thus minimizing disruption to operations.
- Lead on the adoption and integration of MAG GTS and the accompanied SOPs changes required as per the GTS roll out plan and work with other technical stake holders within the programme to review and finalize programme drafts for PQT approval.
- Assist individuals with development of personal portfolios.
- Assist with any technical trials or evaluations requested by the TOM.
- Conduct investigations and reporting for work site accidents and incidents as requested by the TOM.
- Work with databases in maintenance of accurate records.
- Produce clear, concise, factual reports when required to do so.
- Ensure Medical Unit and medical equipment, supplies are maintained and properly stored.

**All 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

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**Person Specification**

**Essential Experience**

- Experience of working in EOD operations in developing countries
- Experience of managing field clearance operations and Land Release
- Experience of integration of mechanical assets into clearance
- 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 others.
- Experience of working and leading independently for extended periods of time in 'stand-alone' environments.

**Essential Skills and Knowledge**

- Technical knowledge of unexploded ordnance and area clearance techniques, including new developments
- Ability to develop, review and comply with security and technical Standard Operating Procedures
- Prior experience in developing TMP, reviewing and updating SOP's and managing Compliance activities.
- Excellent organisational skills with the ability to plan and coordinate activities and projects
- Excellent communication, decision making and interpersonal skills
- Good literacy, numeracy and IT skills
- Good planning and time management working to deadlines to achieve outputs.

**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 levels 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 qualification to fulfil organisational needs or suitable practical experience

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<b>Signed employee:</b>	<b>Date:</b>
<b>Signed manager:</b>	<b>Date:</b>

Feb 2024