

Job Specification	
Job title	SECURITY TRAINING MANAGER
Scope of role	The Security Training Manager role involves overseeing specific strategic and operational initiatives, requiring a basic understanding of project management to ensure successful security training deliverables. This includes close coordination with the Deputy Account Director and Operations Lead to digitise all contract training records and guarantee that individual training records remain fully up to date. The role also acts as a project lead for training delivery, coordinating and managing the entire process for internal and external courses, from initial planning through to final completion. Additionally, project-related duties cover maintaining and further developing the G4S SZC training policy, developing and delivering new in-house training programs, and championing the document control of pocket-book lessons to ensure they are current and relevant.
Location	Sizewell C, ACA Office, King George Avenue, Leiston IP16 4JX
Reporting relationships	Internal ■ Deputy Account Director - G4S SZC ■ Security Operations Lead
Direct reports	None at present
Budget/Authority Limits	Nil
Pay	£26 per hourly rate (£60,840 pro rata) - Pending Experience
Weekly Hours	45 hours per week – office hours (occasional weekend work if required)
Remuneration package	Permanent Contract 252 hours (28 days per annum inclusive of bank holidays) G4S National Pension Scheme G4S National Company Sick Pay Scheme Dell, Vodafone and O2 discounts National Discount Scheme Aviva car, home and travel insurance discounts Health Saturday Fund (health cash plan for you and your family)
Key Responsibilities	
■ Maintain and further develop the current G4S SZC training policy ■ Conduct individual and team training needs analysis and identify training requirements across the team to ensure all personnel are fully trained ■ Coordinate with Security Team Leaders to digitise and manage the contract training records and ensure that all the individual training records are kept up to date ■ Develop and deliver where required the in-house training programs to support training needs identified ■ Coordinate and lead the booking process for internal and external courses from planning to completion;	

- Deliver training to the site security team leaders and supervisors in a train-the-trainer capacity ensuring best practices and current procedures are followed
- Liaise with internal and external agencies in the delivery of specialised courses
- Develop individual training plans for identified personnel
- Provide evidential training data to support compliance
- Remain up to date with current training best practices and innovate to enhance
- Champion document control of pocket-book lessons and liaise with lesson owners to ensure they are up-to-date and relevant
- Liaise with external and internal agencies in the delivery of specific training

Skills and Competencies

- Excellent written and verbal communication skills
- Strong IT skills
- Leadership
- Teamwork
- Attention to detail
- Able to adapt and remain flexible
- Innovative
- Strong planning and organisational skills
- Customer focussed

Profile

Educational Requirements/Qualifications

- A good standard of education in Maths, English and IT.
- A training qualification.

Preferred Experience

- A security professional with prior experience gained in a corporate, Critical National Infrastructure, Police or Military environment
- Experience in training, needs assessments and delivery
- Experience and a basic understanding of project management
- Thorough understanding of H&S requirements
- Experience in the delivery vocational and non-vocational training
- Physical Intervention/SIA Training and advanced restraints training

Personal Qualities

- The highest levels of integrity, respectfulness and professionalism are required at all times.
- Open, trusting and in the spirit of mutual support, especially when dealing with conflicts of interest.
- An engaging and proactive 'can do' attitude where successes and failures are shared.
- Doing what we say we are going to do and only committing to what can be done.
- Listen and communicate effectively.
- Ability to plan ahead as far as possible and share intelligence to prevent surprises.

Professional Qualifications/Memberships

- Award in Education and Training Level 3 or PTLLS or DTLLS or higher
- Health and Safety Level 3 - IOSH Managing Safely or above

Specific Occupational Requirements

- SIA licence is desirable but not essential
- Ability to pass and hold National Security Clearance Vetting
- UK Driving License is essential
- Produce a Five-year verifiable work history

Further Requirements

Contract Specific Training:

- BPSS Vetting – NNB
- CSCS H&S MAPs
- D&A Test to be completed at induction and on adhoc basis as required
- SZC Induction
- G4S Induction
- WIMS trained
- Learning Management System