

## Overview

In this position you will be involved in the quality delivery and development of all IAL and hosted overseas training programmes for the Institute. You will report to the Deputy Director Training Services

## Duties

1. **Training** - delivering IAL training programmes as lead facilitator, assessor or coach where applicable.
2. **Curriculum development** - developing IAL training programmes including Certificate in Training, Advanced Certificate in Training and Assessment, Diploma, Grad Diploma and other supporting programmes.
3. **Research** - conducting or supporting action research and studies in the areas of training and development, training impact and effectiveness.
4. **Administration** – doing all appropriate administration for the programmes and suggesting improvements to ensure continuous improvement of IAL systems and programmes.
5. **Personal professional development** – taking part in IAL internal development sessions and planning your own professional development with your line manager.

## Requirements

### Qualifications

- A good Bachelors Degree in a relevant field such as Education, Training and Development or Human Resources Development. Preferably in one of the fields of vocational and continuing education, lifelong learning or adult learning.
- A Masters is preferred.
- The full WSQ Advanced Certificate in Training and Assessment (ACTA) is preferred.

### Experience

- At least 5 years of training/teaching experience with adults.
- Familiarity with local adult training context.

### Skills

- Comprehensive training skills with various training methodologies.
- Curriculum and assessment design.
- Operational and action research techniques.
- Excellent communication skills.