Job Title:

Competency & Training Standards Governance, Review and Development Manager

Purpose:

To lead the development, implementation and embedding of the organisation's competency and training standards governance framework within a fixed term contract, ending 31 March 2028.

The postholder will be responsible for managing the development and implementation of governance, assurance and review arrangements that ensure competency and training standards remain effective, compliant, measurable and capable of mitigating operational, safety and organisational risks.

The postholder will work with operational subject matter experts, managers and stakeholders across the organisation to ensure competency and training standards are robust, current, measurable and fit for purpose.

Through the delivery of this fixed-term programme, the postholder will establish the long-term governance, assurance and performance framework that will support organisational competence, regulatory compliance and operational effectiveness beyond the life of the project.

Safety Rating:

NEXUS

Remuneration: Salary Band – 5

1. Principal areas of responsibility

1.1 Standards Governance Framework

1.1.1 Lead the review, redesign and implementation of the organisation's competency and training standards governance framework, ensuring appropriate governance controls, assurance arrangements and risk mitigation measures are embedded across the organisation.

1.1.2 Act as the organisational authority for competency training standards governance, determining governance requirements and ensuring consistent application across all business areas.

1.1.3 Manage the implementation of governance arrangements that provide assurance regarding competency effectiveness, compliance and organisational capability.

1.2 Organisation Standards Register

1.2.1 Maintain corporate oversight of the organisation-wide standards register, ensuring risks associated with gaps, duplication, inconsistency or outdated standards are identified, escalated and addressed to mitigate operational, safety risk and compliance risks.

1.2.2 Lead a comprehensive review of existing competency and training standards to determine their adequacy, effectiveness, compliance and contribution to organisational risk control.

1.2.3 Establish and maintain a single organisation-wide standards register.

1.2.4 Verify the accuracy, ownership and status of all standards.

1.2.5 Ensure the register becomes the authoritative source of competency and training requirements.

1.2.6 Develop arrangements for ongoing maintenance and governance of the register.

1.3 Standards Review Programme

1.3.1 Lead and manage a risk-based programme of standards review and evaluation, determining priorities, directing review activity and ensuring organisational resources are focused on areas of greatest risk and business need.

1.3.2 Establish review schedules based on operational risk, legislative requirements and business priorities.

1.3.3 Facilitate standards reviews with operational managers and subject matter experts.

1.3.4 Monitor completion of review activities and maintain governance records.

1.3.5 Determine whether existing standards continue to provide effective assurance, organisational value and appropriate mitigation of operational and compliance risks.

1.4 Standards Development Process

1.4.1 Implement the standardised process for the creation, validation, approval and maintenance of competency and training standards.

1.4.2 Ensure all new standards are developed using a consistent and auditable methodology.

1.4.3 Support managers and subject matter experts in developing effective assessment criteria, competence requirements and assessment methodologies.

1.4.4 Exercise professional authority to challenge, reject or require amendment of proposed standards where evidence does not demonstrate effective risk control, operational suitability or regulatory compliance.

1.5 Review and Rationalisation of Existing Standards

1.5.1 Complete a comprehensive review of existing competency and training standards.

1.5.2 Identify standards that are duplicated, outdated, superseded or non-compliant.

1.5.3 Coordinate updates, consolidation or withdrawal of standards as appropriate.

1.5.4 Ensure all revised standards are subject to governance controls and approval requirements.

1.5.5 Support operational stakeholders throughout the review process.

1.6 Regulatory and Operational Alignment

1.6.1 Review competency and training standards against applicable legislation, regulations, organisational requirements and operational needs.

1.6.2 Engage with operational and specialist stakeholders to validate standards requirements.

1.6.3 Ensure competency and training standards reflect current ways of working and defined competence requirements.

1.6.4 Identify gaps and recommend improvements where required.

2. Dimensions

2.1 Communications

2.1.1 Develop productive relationships with operational managers, trainers, assessors and subject matter experts.

2.1.2 Facilitate workshops, review groups and consultation activities.

2.1.3 Prepare reports, recommendations and progress updates.

2.1.4 Present findings and proposals to senior leadership teams, governance forums and project boards.

2.1.5 Provide professional advice relating to competency standards governance and assurance arrangements.

2.2 Decision Making & Problem Solving

2.2.1 Evaluate standards and supporting evidence.

2.2.2 Recommend standards for approval, amendment, replacement or withdrawal.

2.2.3 Identify risks affecting competency compliance.

2.3 Initiative & Independence

2.3.1 Work independently to coordinate standards development and governance activities.

2.3.2 Identify opportunities to improve standards management processes.

2.4 Resources

2.4.1 Maintain standards documentation, registers, governance records and review schedules.

2.5 Health & Safety

2.5.1 Determine and implement risk-based governance controls for competency and training standards, identifying areas of operational,

regulatory and organisational risk and specifying corrective actions, escalation arrangements and assurance requirements to mitigate the risk of non-compliance and workforce competence failure.

3. Statutory Duties

3.1 Maintain governance, records and procedures to meet legislative, regulatory and company standards.

3.2 Comply with health and safety standards, policies, data protection and security confidentiality requirements.

Job Title	Competency & Training Standards Governance, Review and Development Manager
Job Evaluation date	
Grade	
Compiled by	Maureen Askew (Head of Learning)
Validated by	

Document Change Log: Summary of document changes			
Date	Version	By	Summary of Changes

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