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.

NEXUS

Person Specification

Date: October 2026

Essential Criteria

EDUCATION	
Ideally educated to Level 5 or above in Learning & Development, Education, Quality Assurance, Organisational Development, Business Management or a related discipline, or have the required experience in the rail industry. GCSE Level 2 (or equivalent) in English and Mathematics.	Application Form/ Certificate Certificate

SPECIFIC KNOWLEDGE	
Knowledge of competence management principles and competency framework development Standards development methodologies.	Application Form/Interview/Presentation
Knowledge of standards governance processes, including document control, review cycles and approval arrangements Regulatory and compliance requirements within training environments.	Application Form/Interview/Presentation
Understanding of quality assurance, audit and continuous improvement methodologies.	Application Form/Interview/Presentation
Knowledge of standards development methodologies and competency-based assessment principles.	Application Form/Interview/Presentation
Understanding of organisational governance frameworks and compliance requirements.	Application Form/Interview/Presentation
Ability to analyse compliance and assurance information to support recommendations and decision making.	Application Form/ Interview/Presentation
Advanced knowledge of Microsoft Office applications, including Excel, Word, PowerPoint and SharePoint.	Application Form/Interview
SKILLS & COMPETENCIES	
Standards Governance – Able to demonstrate the ability to establish, maintain and improve governance arrangements for competency and training standards, ensuring effective control, consistency and compliance.	Application Form/ Interview
Review and Improvement – Able to evaluate existing standards, identify gaps or duplication and implement improvements that support organisational requirements.	Application Form/Interview
Analytical and Problem-Solving Skills – Able to analyse complex information, identify key issues and develop practical solutions and recommendations.	Application Form/Interview
Planning and Organisation - Able to organise and coordinate multiple workstreams, projects and review activities, ensuring delivery within agreed timescales.	Application Form/Interview
Stakeholder Engagement – Able to develop productive working relationships and works effectively with managers, subject matter experts and stakeholders to achieve agreed	Application Form/Interview/Presentation

outcomes.	
Communication Skills – Able to produces clear, concise and professional reports, standards, guidance documents and presentations. Communicates confidently with stakeholders at all levels.	Application Form/Interview
Presentation and Influencing Skills – Able to prepare and present information, recommendations and proposals to management teams, governance groups and senior leadership forums, demonstrating professional expertise and providing trusted advice and support to managers and stakeholders.	Application Form/Interview
Continuous Improvement – Able to demonstrate commitment to quality and continuous improvement through the identification and implementation of improved processes and working practices.	Application Form/Interview/Presentation

EXPERIENCE	
Experience leading or coordinating improvement, implementation or transformation projects.	Application Form/Interview
Experience reviewing and improving standards, procedures or governance documentation.	Application Form/Interview
Experience engaging and collaborating with subject matter experts and operational stakeholders.	Application Form/Interview
Experience preparing reports, recommendations and briefing papers for various stakeholder groups.	Application Form/Interview
Experience managing competing priorities and delivering outcomes within challenging timescales.	Application Form/Interview
DESIRABLE	
Experience within the rail industry.	Application Form/Interview
Experience within a safety-critical or regulated environment.	Application Form/Interview
Experience supporting internal or external audits.	Application Form/Interview