

POSITION PROFILE

Position: OPITO Associate (Global Energy Qualifications)	Region: Global
Incumbent:	Section: Approvals
Reports to (position): Regional Approvals Manager	Location: Aberdeen, Dubai, KL, Houston
Date of Issue: 25/8/20	Prepared By / Reviewed By: AS

PRIMARY FUNCTION

To approve training provider and employing companies through initial audit and on-going monitoring audits against OPITO Standards and Approval Criteria.



← Position to which supervisor reports

Typical positions reporting to same supervisor
(May include some or all of the following)

- Approvals Coordinator
- Deputy RAM
- Approvals Support
- Approvals Auditor

Other main functions may include some or all of the following:

- Ensure OPITO Global Qualifications are delivered consistently by all approved centres to the requirements as laid out by the OPITO approval criteria and relevant OPITO standards through the process of audit and guidance
- Conduct External Verification for OPITO approved centres
- Responsible for monitoring and maintaining the integrity of the Approval process.
- Promoting the value of learning and skills strategies to companies as a means to enhance organisational performance
- Providing feedback to the Approvals Manager on possible improvements to the OPITO Standards
- Contribute to the support and development of OPITO Business
- Attend and contribute to the internal/external meetings, as required
- Participate in the development or review of new and existing OPITO qualifications
- Participate in the credit rating and vetting of new OPITO qualifications
- Participate in standardisation meetings related to the delivery and assessment of OPITO qualifications

DIMENSIONS

Core Competencies / Technical Requirements

Main functions may include some or all of the following:

- Must be fluent in written and spoken English
- Must be able to demonstrate up-to-date subject knowledge and occupational competence across the range of courses, levels, qualification types and the areas for which they are appointed.
- Excellent interpersonal and influencing skills and be able to engage positively with people
- Comprehensive understanding of the Organisation's key business drivers from both an operational and commercial perspective
- Excellent knowledge and understanding of the OPITO Approval Criteria and Global Qualifications
- Comprehensive understanding and experience of the Oil and Gas Industry including the processing of hydrocarbons.
- Sound knowledge of management systems and processes
- Experience of managing and working with auditing processes
- Extensive experience of vocational qualifications and associated frameworks
- Appreciation of, and ability to articulate at all levels, the value of learning and skills strategies to enhance organisational performance
- Ability to plan projects and organise the work of self and others in achieving outcomes
- Excellent communication skills including listening
- Client focussed with a strong business awareness
- Be able to work co-operatively and professionally with centre and OPITO staff.
- IT literate with experience of MS Office
- Monitor Approved Centres' performance and review candidate evidence across a representative sample of assessors and internal verifiers.
- Provide feedback, advice and support to Approved Centres;
- Review Approved Centres' lists of Assessors, Internal Verifiers and External Witnesses who are involved in assessment and internal verification activities for each Standard/ Qualification on an annual basis.

Qualifications

Some or all of the following may be required:

- Internal/Lead Auditor Qualification
- Competence Assessor Qualification - Essential
- Internal Verifier Qualification - Essential
- External Verifier qualification (e.g. L&D12, D35 or V2) or be prepared to work towards it
- Train the Trainer Qualification or recognised equivalent
- Degree Education or Professional Qualification

PRINCIPAL ACCOUNTABILITIES

Planning and Organising

Main functions may include some or all of the following:

- Undertakes own duties with little or no supervision, contributing to own and team targets and objectives in line with delivering against stated business objectives in the annual business plan
- Responsible for overall planning of the activities associated to the role, ensuring that resources are deployed on an efficient and cost-effective basis as per annual business plan
- Developing and implementing auditing activities, ensuring close out of any subsequent remedial action
- Support the management of the annual monitoring audit schedule of approved companies

PRINCIPAL ACCOUNTABILITIES

Technical / Operations

Main functions may include some or all of the following:

- Providing technical advice and guidance to OPITO stakeholders
- Monitor and ensure the integrity of the auditing process
- Organise and conduct External Verification activity
- Support and contribute to the technical development and maintenance of Global Qualifications and Approval Criteria
- Ensure compliance with the OPITO QMS
- Contribute to ensure that OPITO Approval Criteria reflects best practice

Health & Safety / Quality Assurance

Main functions may include some or all of the following:

- Assist the Approvals Manager to maintain the quality assurance of the OPITO Accreditation system against a robust and fully auditable process (approved by third party accreditation body)
- Responsible for ensuring that the necessary corrective actions are taken when non-conformances have been identified
- Responsible for ensuring that training/assessments delivered by all OPITO approved providers is to the specified requirements of the OPITO criteria and global and delivered in a safe environment
- Responsible for ensuring that all activities of the job role and supervised positions comply with applicable Health & Safety legislation, and that personnel under the job holder's responsibility are not subjected to situations of unacceptable risk, e.g. by updating travel risk assessments

People Management

Main functions may include some or all of the following:

- This role demands that the incumbent will have the ability to work with minimal supervision and in an unsupervised capacity
- Effective liaison with quality and administrative functions to ensure the quality of service provided by administration support remains relevant to the Approvals process

General

Main functions may include some or all of the following:

- Regular and frequent travel within the region and possibly other regions as required
- Undertakes special projects as appropriate and fulfils other duties as may reasonably be required by the company, in line with the incumbent's skills, knowledge, abilities and personal development opportunities
- Maintaining the company values and culture