

Job Description

Job Title:	Lead Instructor	Job Holder:	
Division:	Maritime Solutions	Grade:	CC
Discipline Area:	Systems	Last Updated:	

Job Purpose:

A specialist Lead Instructor is now required within the Maritime Support and Services Business Area of the SEA Maritime Solutions division. This SME will be responsible for managing a small team of instructors and delivering training to our customers in the UK and abroad, with the aim of supporting and growing the training solutions for all of SEA's maritime products.

The role will involve working as a member of the Training Department reporting to the Training Support Manager (Trg Dev). The lead instructor will be required to manage a team of internal instructors, schedule training sessions, deliver training courses and manage the training facility. This will involve delivering training solutions that are fully compliant with the Defence Systems Approach to Training (DSAT), for our UK defence customers, or the provision of training solutions for our export customers, which are tailored to their specific requirements.

Responsibilities:

You will be responsible for:

- Leading a team of internal instructors
- Delivering internal instructor training
- Coaching and mentoring internal instructors
- Liaising with Training Designers and Courseware developers to deliver engaging lessons
- Managing the SEA training facility
- Coordinating training logistics, including scheduling, venue selection, and resource allocation
- Utilising various training methodologies and techniques to accommodate different learning styles, media and skill levels
- Delivering training sessions in person and virtually
- Monitoring and evaluating the effectiveness of training sessions and gathering feedback
- Staying Current with Training Trends
- Liaising with customers, sub-contractors and subject matter experts as required

Additionally, you will provide support to the other training functions when required, including but not limited to:

- Training Analysis
- Training Design.

You will be able to:

- Act with a high degree of professionalism and dedication, modelling the core values of the company
- Work both individually, and within a team environment of multidisciplined specialists and engineering disciplines, in order to achieve project results and customer deliverables in a timely and accurate manner
- Engage in Continued Professional Development including attendance at internal and external training courses relevant to the job.

Key Result Areas:

The jobholder will be expected to:

1. Provide Specialist Instructional delivery support to Projects: (80%)
 - Support the Training Support Manager (Trg Dev) (TSM (Trg Dev)), in achieving the business strategy for training delivery activities
 - Carry out instructional delivery tasks as defined, working with the TSM (Trg Dev), designated technical leads and project managers
 - Manage the internal instructors as required
 - Manage the training facility on behalf of the TSM (Trg Dev)
 - Produce project deliverables to budget, timescale and quality.
2. Bid and Enquiry Support: (20%)
 - Support Bid Managers with the provision of training delivery solutions in accordance with the training requirements, and in compliance with the SEA Business Management System
 - Assist the TSM (Trg Dev) with Bid documentation, cost estimates, bid budgets and timescales for the training delivery elements
 - When required, provide input into Bid Reviews, and Pricing & Approval meetings as appropriate to the bid scope and programme.
3. Operational standards:
 - All work is to be carried out to the satisfaction of the TSM (Trg Dev)
 - Ensure stakeholder satisfaction through clear and honest communication, which must be provided in an appropriate and timely fashion
 - Work is to comply with the Business Management System, the Training Quality Manual, project and quality plans
 - All training deliverable documents must be in line with agreed formats and schedules
 - Comply with the provisions of Health, Safety & Environmental (HSE) legislation, in order to assist in the maintenance of a safe workplace
 - Act at all times in a professional manner, in order to project a positive and successful corporate image

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- Understand and implement the company’s HSE policy by accepting individual responsibility, plus responsibility for those personnel under their authority, and for any others who may be affected by the company’s activities
- Ensure personnel are aware of their responsibility towards HSE and are equipped accordingly
- Always set a strong personal example regarding all HSE matters.

SEA Values:

- **Safety First** – We operate safely and responsibly, protecting each other and the environment.
- **One SEA Team** – We are in this together. One team, working ethically, respectfully & professionally. We take responsibility and challenge each other constructively
- **People Focussed** – We all contribute to making our culture one that is supportive and empowering; where everyone can grow and develop, feel valued and rewarded. We prioritise a healthy work-life balance
- **Delivery Excellence** – We exceed our commitments by delivering timely, quality outputs whether that’s for each other or our clients and partners. We are always looking for ways to innovate and continuously improve
- **Trusted Partners** - We partner strategically, collaboratively and always with integrity, whether that is between us inside SEA or externally.

Training: (if applicable)

NA

Reporting Line

The jobholder will report to the Training Support Manager (Trg Dev).

Job Location

The role will be hybrid working (WFH, Onsite and overseas) and be based at the Barnstaple office. Onsite working is likely to be required for a minimum of 2 days per week. When delivering training courses you will be required either at Barnstaple or onsite at customer locations (UK or overseas) for the duration of the training.

Job Holder Declaration:

I accept that the purpose and key result areas of my role with SEA are as outlined above.

Signature: _____ Date: _____

Line Manager Declaration:

I confirm that the purpose and key result areas of this role are as outlined above have been agreed with me as line manager.

Signature: _____ Date: _____