

## Vacancy – Training and Competence Coordinator

At Geoquip Marine we are focused on offshore geotechnical site investigations worldwide for key clients. Working collaboratively with clients, we bring commitment, innovation, teamwork and accountability. We are seeking a talented individual to coordinate our training and competence across the company on a worldwide basis. Working in liaison with our Head of HR, in this exciting new role you will be responsible for the development and execution of all our staff.

### Job Summary

The Training and Competence Coordinator reports to the Head of HR and is responsible for the development and execution of the training and competency system of the Company on worldwide basis

### Functions and duties

The duties assigned to the Training and Competence Coordinator are varied, but will include:

- Facilitate, monitor, and ensure the day-to-day implementation of Geoquip Marine Integrated Management System policies / processes / procedures relevant to training and competence management
- Assist in implementing the competency-based system for the company in consultation with Head of HR, Department Heads and all line managers.
- Conduct needs analysis studies and consult with management to determine the training requirements and formulate training policies, programs and schedules based on knowledge of identified training needs.
- Develop and support the Company training matrix / program as per Geoquip Marine and Client requirements. The training matrix / program needs to support the requirements set out by the competence management system.
- Process training administration requests.
- Update training monitoring, training tracking, preparing In House Certificates and update relevant HR and SharePoint Training Folders of the Staff.
- Organize and develop training manuals, instructional curriculum, reference library, testing and evaluation procedures, multimedia visual aids, and other educational materials.
- Compile data and analyze past and current year training requirements.
- Research quality / cost effectiveness for outside technical schools or consultants to conduct training in specific topics. Accredited and update Approved Training Centre's Monitoring
- Liaise with HSE Representative Onboard with regard to the implementation of In-House Training Requirements of the Crew.
- Liaise with Department Heads and line managers to follow up the competency assessment of their personnel and file accordingly.
- Assist Project Managers or Department Head with the future Project Training Requirements.
- Liaise with the Third-Party Training Centre's with regard to Company and Client requirements.
- Advise the Crew at least 2 months before the expiration of their BOSIET and Medical Certificate
- Maintain training and competency records for all employees.
- Any other duties deemed necessary, which are within the bounds of the incumbent's competence and function

### Qualifications and Experience

- Experience in Training and competency systems management and development.

- Good computer skills in Word, Excel, PowerPoint, Outlook, and databases.
- Strong Organisational skills
- Possess good communication skills and the ability to speak in Public
- Experience in delivery of in-house training materials.

We offer a competitive salary and benefits dependant on experience.

Ready to take on a new challenge in an international offshore company? Apply for the position you are interested in by sending us your resume and cover letter to [careers@geoquip-marine.com](mailto:careers@geoquip-marine.com) with the vacancy title as your reference.