

<b>Job Title:</b>	Technical and Graduate Surveyor Training Manager
<b>Reports to:</b>	Technical Services Director
<b>Department:</b>	Technical Services
<b>Locations:</b>	Haymarket Court, Wirral
<b>Date:</b>	February 2012

## Job Purpose

To assist the Company's surveying teams in developing their existing knowledge and experience, providing technical, professional updates and training where necessary, and to train, develop and support Trainee Surveyors to become fully qualified, in order to provide the highest level of technical competence within MDIS group of companies.

## Overview of Responsibilities

Duties of the post include, but are not limited to:

- Produce and successfully maintain the Company's Surveyors Graduate Training Programme in conjunction with our Technical Directors ensuring that the experience and training provided is relevant and to the best possible standard
- Create and deliver surveyor technical specific e-learning modules on the Company Intranet, including BC Approved Documents, the Company Technical Manual and policy cover to assess the competency of new and existing surveyors
- Design and deliver surveying training and development programmes based on both the organisation and individual needs, based on the outcome of PDP Objectives and professional body requirements
- Provide support and guidance to Trainee Surveyors based on professional body requirements for qualification
- Assist in the technical analysis of claims and provide feedback to Surveyors
- Deliver Induction training for both LABC and Premier Guarantee Surveyors and the Technical Services Department to all new staff members within the organisation
- Complete technical research and deliver seminars and / or training covering any recent or future changes or developments to the Building Regulations or MMC, along with any Claims issues which may affect technical working practices, ensuring that the Company Knowledge Management system is maintained
- Manage the CSCS Training for all Surveyors, maintaining records, providing training and book exams as required
- In conjunction with Technical Services, provide updates and training at Company Technical meetings, covering any claims issues
- Provide technical updates and information for the internal and external Company newsletters and create technical bulletins as required
- Research and book CPD Training for Surveyors in order to develop knowledge and experience.