



Example of Training Advisor Job Description

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Our growing company is hiring for a training advisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for training advisor

- Manage the creation, review, update, and approval of all Competency Standards mapped to the client group
- Plan, prioritize, and lead the execution of the Learning Content Development Process to produce outcome based Learning Plans for each Competency Standard
- All university recruiting for IT
- Responsible for identifying and implementing technical and soft skills training requirements to support competence of the certified persons population
- Responsibility for reviewing, analysing, and proposing revisions to MI relied upon by the SMF responsible for T&C
- Responsibility for reviewing and enhancing, where necessary, the new joiners competency assessment to strengthen the assessment
- Responsibility for auditing all certified persons, qualifications, SPS and CPD
- Define and implement structured schedule for regular revision to training materials regular refresh training of operational processes across teams (50%)
- Support teams outside of MCO Commercial as needed
- Communication may be written or verbal and aimed at technical and non-technical audiences

Qualifications for training advisor

- Four (4) years total experience as a technical writer is required, of which two (2) years shall have been in the preparation of modification work orders and technical manuals (new and/or updates) for military systems

- Minimum 10 years full time sworn law enforcement experience in the United States
- Five years as law enforcement trainer
- Certification from a state or national agency as a law enforcement trainer/instructor
- Must pass pre-deployment medical screening as required by the contract