

JOB DESCRIPTION

JOB TITLE	Operations Training Instructor	JOB GRADE	
JOB HOLDER		EMPLOYEE ID	
SCOPE OF ROLE	Singapore	JOB LOCATION	Singapore
REPORTS TO			
JOB SUMMARY	Design, develop and deliver Plant Operations Training in accordance with published training plan and teaching ethics.		
JOB RESPONSIBILITIES			
<ul style="list-style-type: none"> • Delivery of Plant Operations Training in accordance with published training schedule • Conduct of assessments to determine the competence of trainee's and delegates • Preparation of learning materials/activities to embrace the principles of blended learning • Review on a regular basis for all learning & assessment materials • Preparation of trainee progress reports as required • Ensure all assessments are valid and reliable • Accurate recording and the secure storage of assessments and assignments • The scheduling of training programmes and the allocation of training staff to conduct training and assessment activities • Liaison with Plant Manager, Training Manager to ensure all training activities are coordinated and conducted in accordance with agreed schedules • Perform shift duties to operate the Process Plant when required • Conduct live plant training practical training to students and industry professionals • Contribute to Simultaneous Operations (SIMOPS) 			
OTHER RESPONSIBILITIES			
<p>HSSE:</p> <ul style="list-style-type: none"> • Demonstrate compliance with Petrofac Golden Rules, HSSE Policies and Procedures • Demonstrate Safe Working Practices at all times • Demonstrate positive behaviour in the intervention to stop unsafe acts & the removal of unsafe conditions <p>Quality:</p> <ul style="list-style-type: none"> • Demonstrate compliance with all administrative & quality policies, procedures and Standard Operating Procedures (SOP's) in the performance of your duties • Ensure that all work is conducted in compliance with the specified performance criteria 			
JOB REQUIREMENTS			
<ul style="list-style-type: none"> • At least 5-8 years' relevant experience in a relevant industry • Certificate in Oil & Petrochemical Safety Orientation Course (OPSOC) is required • Advanced Certificate in Training and Assessment (ACTA) is required • Proficient in Microsoft Office Application • Able to handle challenging tasks/assignments under pressure • Have a passion for learning and training/teaching • Dedicated, confident, able to multi-task, independent, creative • Good communication, interpersonal, presentation & negotiation skills 			