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Training Development Officer

Ministry of Defence

Apply before 11:55 pm on Tuesday 21st January 2025



Reference number

378818

Salary

£29,580 - £29,580

Position attracts an additional £6000 Recruitment and Retention Allowance (reviewed annually)

A Civil Service Pension with an employer contribution of 28.97%

Job grade

Executive Officer
Specialist Instructional Officer

Contract type

Permanent

Business area

MOD - Air - Defence School of Electronic and Mechanical Engineering

Type of role

Education and Training
Engineering

Working pattern

Annualised hours, Flexible working, Full-time, Job share

Number of jobs available

1

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Location

Defence School of Electronic and Mechanical Engineering (DSEME)
MOD Lyneham
Wiltshire

About the job

Job summary

The Defence School of Electronic and Mechanical Engineering (DSEME), a component of the Defence College of Technical Training (DCTT), operates from MOD Lyneham in Wiltshire.

DSEME's mission is to train and educate electronic, mechanical and specialist tradespeople, technical leaders and engineering managers in order to meet the requirements of Defence and needs of trainees now and in the future.

There is an exciting opening for a Training Development Officer at the DSEME Course Design Department. We are looking for an innovative and motivated individual with a passion for excellence and dedication to designing modern, relevant electrical engineering training courses for Royal Air Force (RAF) and Royal Electrical and Mechanical Engineers (REME) trainees.

The DSEME Course Design Department is a 'whole-force' mixed team of MOD Civil Servants and Contractor personnel, collaborating with military colleagues and other stakeholders within a tri-service training environment.

The role is offered at 37 hours per week.

Job description

In the development of RAF and REME engineers, you will play a crucial role by designing training programs that enhance the workplace performance and confidence of Aviators and Soldiers. Your duties will encompass the creation of comprehensive training packages and the development of both theoretical

and practical engineering curricula in a dynamic and supportive training environment.

Your responsibilities will include reporting to the DSEME course Design Managers and being accountable for:

- Collaborating with Pan-Service Requirement Setting and Joint Training Development Teams to formulate training requirements.

- Reviewing and acceptance of Formal Training Statements.

- Spearheading the design, review, and maintenance of assigned courses and other projects related to Land Systems Engineering.

- Production and upkeep of Course Training Documentation Sets, in compliance with Defence Systems Approach to Training (DSAT) standards.

- Engaging with training staff to assess, review and update RAF & REME engineering and leadership training, and to work on the development of blended learning solutions.

- Liaising with DSEME Examination Centre Validation Team staff and Training Subject Matter Experts (SMEs) to generate and sustain relevant Assessment Strategies, Assessment Specifications, and assessment methodologies.

- Collaborating with Learning Technologies and Media teams to discover and utilize opportunities for enhancing training and optimising delivery through a Virtual Learning Environment (VLE).

- Acting as a representative of DSEME Course Design at key partner meetings.

- Serving as a Subject Matter Expert on all trade-related matters.

- Engagement with other Course Design Teams to ensure the adoption of best practices.

- Engagement with external awarding bodies to secure achievable, suitable, accredited qualifications that align with Training Objectives.

Person specification

This role provides a varied, engaging, and challenging environment that requires superior communication, organisational, and teamwork abilities, as

well as the adaptability to quickly respond to shifting priorities at short notice.

The applicant must possess substantial experience employed in an electrical, electronic or mechatronic engineering disciplines.

Proven expertise in the Defence Systems Approach to Training (DSAT) or in Training Design, specifically with the Analyse, Design, Development, Implementation, and Evaluation (ADDIE) model is desirable.

Prior experience as a REME / RAF / RN Engineer is highly beneficial, as is a Level 3 Ofqual recognised engineering qualification.

Qualifications

Ofqual recognised Level 3 Engineering (electrical, electronic or mechatronic) or comparable qualification

Behaviours

We'll assess you against these behaviours during the selection process:

- Leadership

- Communicating and Influencing

- Making Effective Decisions

Benefits

Alongside your salary of £29,580, Ministry of Defence contributes £8,569 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

- A Learning and Development programme tailored to your role, including opportunities for Continuing Professional Development (CPD).

- A culture encouraging inclusion and diversity.

- Free on-site car parking.

- Free access to our on-site gymnasium and outdoor sports facilities.

- On-site shop/café facilities.

A variety of reward and recognition schemes.

Flexi-time scheme (on successful completion of probationary period).

Alternative working patterns available.

25 days paid annual leave rising (1 day per year) to 30 days upon completion of 5 years' service.

9 days public and privilege holiday per annum.

Minimum of 15 Days Special Leave in a rolling 12-month period for Reserve service commitments.

Special Paid Leave for other volunteer duties.

Enhanced maternity, paternity and adoption leave.

Advance of pay to purchase travel season tickets or cycle to work scheme (upon completion of 6 months service).

A [Civil Service pension](#) with an employer contribution of 28.97%

The post does not offer relocation expenses.

External recruits who join the MOD who are new to the Civil Service will be subject to a six-month probation period.

Please Note: Expenses incurred for travel to interviews will not be reimbursed.

Please be advised that the Department is conducting a review of all pay related allowances which could impact on those allowances that the post currently being advertised attracts.

Any move to MOD from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax-Free Childcare. Determine your eligibility at <https://www.childcarechoices.gov.uk/>.

The Ministry of Defence is committed to providing a safe and healthy working environment for its staff which includes educating them on the benefits of not smoking, protecting them from the harmful effects of second-hand smoke and supporting those who want to give up smoking. Under the Smoke-Free Working Environment policy, Smoking and the use of all tobacco products

(including combustible and chewing tobacco products) will not be permitted anywhere in the Defence working environment however some exemptions are in place, please refer to local guidance. The policy is Whole Force and includes all Defence personnel, contractors, visitors and other non-MOD personnel. All applicants seeking, considering, or accepting employment with the Ministry of Defence should be aware of this policy and that it is already in place at a number of Defence Establishments.

MOD Recruitment Satisfaction Survey we may contact you regarding your experience to help us improve our customer satisfaction. The survey is voluntary and anonymous. You may however be given the opportunity to provide additional information to help us improve our service which includes the collection of some personal data as defined by the United Kingdom General Data Protection Regulation (UK GDPR). The MOD Privacy Notice sets out how we will use your personal data and your rights.

Where business needs allow, some roles may be suitable for a combination of office and home-based working. This is a non-contractual arrangement where all office-based employees will be expected to spend a minimum of 60% of their working time in office, subject to capacity and any required workplace adjustments. Requirements to attend other locations for official business, or work in another MOD office, will also count towards this level of attendance. Applicants can request further information regarding how this may work in their team from the Vacancy Holder (see advert for contact details). Defence Business Services cannot respond to any questions about working arrangements.

Things you need to know

Selection process details

This vacancy is using [Success Profiles \(opens in a new window\)](#), and will assess your Behaviours and Experience.

Application for the position is online only. Feedback will only be provided if you attend an interview.

Successful candidates must meet the security requirements before they are appointed.

At sift, you will be assessed against your CV and the following:

Leadership

Communicating and Influencing

Making Effective Decisions

Candidates will be required to provide CV details to include job history; qualification details and previous skills and experience.

When choosing your Behaviour examples, please make sure you use real life scenarios that relate to your own experiences. Whilst technology may help to enhance your written submission, presenting the ideas of others or those generated by technology, could result in your application being rejected.

The following behaviours will be assessed at interview :

Leadership

Communicating and Influencing

Making Effective Decisions

Prepare a ten-minute presentation on explaining what does a Systems Approach to Designing and Delivering Training look like and what are the benefits and drawbacks

The Civil Service embraces diversity and promotes equality of opportunity. There is a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria. If you need to advise us that you need additional help or reasonable adjustments for the recruitment process, please contact: DBSCivPers-Resourcingteam3@mod.gov.uk .

As a result of the changes to the UK immigration rules which came into effect on 1 January 2021, the Ministry of Defence will only offer sponsorship for a skilled worker visa under the points-based system, where a role has been deemed to be business critical.

The role currently being advertised has not been assessed as business critical and is therefore NOT open to applications from those who will require sponsorship under the points-based system. Should you apply for this role

and be found to require sponsorship, your application will be rejected and any provisional offer of employment withdrawn.

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must undergo a criminal record check.

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check \(opens in a new window\)](#).

[See our vetting charter \(opens in a new window\)](#).

People working with government assets must complete [baseline personnel security standard \(opens in new window\)](#) checks.

Nationality requirements

This job is broadly open to the following groups:

UK nationals

nationals of the Republic of Ireland

nationals of Commonwealth countries who have the right to work in the UK

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\) \(opens in a new window\)](#)

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)

individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020

Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements \(opens in a new window\)](#)

Working for the Civil Service

The [Civil Service Code \(opens in a new window\)](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles \(opens in a new window\)](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

Diversity and Inclusion

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan \(opens in a new window\)](#) and the [Civil Service Diversity and Inclusion Strategy \(opens in a new window\)](#).

Apply and further information

This vacancy is part of the [Great Place to Work for Veterans \(opens in a new window\)](#) initiative.

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : Peter Catton

Email : peter.catton100@mod.gov.uk

Telephone : 01249 894059

Recruitment team

Email : DBSCivPers-Resourcingteam3@mod.gov.uk

Further information

Please ensure you read the attached candidate information document prior to completing your application. If you are dissatisfied with the service you have received from DBS, or believe that DBS has failed to follow the recruitment process in line with the Civil Service Commission principles of selection for appointment on merit on the basis of Fair and Open competition, you can raise a formal complaint by writing to DBS at the following address: Defence Business Services, Scanning Hub, Room 6124, Tomlinson House, Norcross Lane, Blackpool, FY5 3WP. If after raising your complaint with DBS you remain dissatisfied you can complain directly to the Civil Service Commission at the following address: Civil Service commission, Room G/8, 1 Horse Guards Road, London, SW1A 2HQ Or by email: info@csc.gov.uk.

