



# JOB DESCRIPTION

Basic Job Details			
Job Title	Training and Assessment Technical Officer		
Department	Technical	Office Location	UK, Ashford Head Office
Position Status <i>(Full/Part-time/Contract)</i>	Full time/Permanent	Hours of Work	35 hours per week
Reporting to	Head of Technical		
Direct/Indirect Reports	N/A		
Purpose of the Role			
<p>IRATA International, the global authority for industrial rope access, is seeking a <b>Training and Assessment Technical Officer</b> with strong technical expertise in the IRATA Rope Access Training and Assessment Scheme (TACS).</p> <p>This role is central to safeguarding the integrity, consistency, and continuous improvement of IRATA's training and assessment services worldwide, supporting members, instructors, and assessors across a complex global operating environment.</p> <p>A strong understanding of regional operating contexts, emerging risks and sector pressures is essential.</p>			
Main Duties and Responsibilities <i>(but not limited to)</i>			
<ul style="list-style-type: none"> <li>Act as the authority on technical matters related to training and assessment for the Training, Assessment and Certification Committee (TACC) and representing the IRATA Head Office team, ensuring clarity, alignment, and disciplined execution of approved decisions.</li> <li>Work in close partnership with the Head of Technical and TACC Chair, providing technical leadership in shaping agendas, priorities, and work programmes, and ensuring meetings are outcome focused and strategically aligned.</li> <li>Coordinate and support TACC meetings, including agenda planning, venue arrangements, distribution of materials, minute-taking, and follow-up on actions.</li> <li>Produce regular high quality technical and risk informed reports on training developments, standards, operational challenges, and emerging threats to inform management and support decision making.</li> <li>Assist in the organisation of events, workshops, and meetings.</li> <li>Track and report on regional training and assessment trends, legislation, guidance and issues.</li> <li>Champion IRATA's mission, vision, and values positively in all interactions with regional stakeholders and external partners.</li> <li>Stay informed about all sub-committee activities.</li> <li>Escalate committee related issues or concerns to line management as appropriate.</li> <li>Review and manage technical committee agendas to ensure items are tabled at the appropriate levels and that they align with IRATA's strategic objectives.</li> <li>Handle committee related communications, responding to email and telephone enquiries and redirecting them to relevant stakeholders as appropriate.</li> <li>Lead the planning, coordination, and delivery of TACC meetings, including presentation and training materials, decision records, and structured action tracking.</li> <li>Direct and manage TACC projects and technical working groups, setting scope, milestones, and deliverables, and holding contributors accountable for timely and effective outcomes.</li> <li>Provide accurate information and guidance to IRATA stakeholders relating to technical matters.</li> <li>Develop and maintain strong relationships with IRATA associate members to maintain current knowledge in industry related developments.</li> </ul>			



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- Support all IRATA departments on matters relating to rope access and training, assessment and certification, and associated industry.
- Manage and coordinate IRATA Assessor performance monitoring and provide metrics and reports on associated findings.
- Interpret, communicate, and embed IRATA policies, standards, and determinations relating to training and assessment across all regions, ensuring consistent understanding and application.
- Develop and maintain an authoritative library of rope access related legislation, standards, and technical guidance, supporting internal projects and member organisations.
- Potentially represent IRATA externally on standards committees, technical forums, and industry groups, contributing expertise and reinforcing IRATA's position as the global benchmark.
- Take an active role in internal and external quality audits.

## Knowledge, Skills and Experience

- Extensive knowledge of the rope access industry.
- A desire to build positive relationships, looking for win-win solutions to drive safe practises, growth, reputation and performance for the benefit of the Association.
- Demonstrable organisational skills.
- Ability to create and collate industry related technical guidance and documents.
- Ability to create learning material for both practical and theoretical training and assessment.
- In-depth technical expertise on the IRATA Training, Assessment and Certification Scheme, including practical application and accreditation requirements.
- Extensive hands-on experience and authoritative knowledge of IRATA technician assessments.
- A good understanding of relevant legislation and regulatory frameworks affecting industrial rope access.
- Demonstrated capability in developing, evaluating, and maintaining technical guidance, standards, and formal documentation.
- Proven experience delivering training within industrial rope access training or operations.
- A track record of effective engagement with committees, including influencing outcomes rather than merely servicing meetings.
- Highly developed written and verbal communication skills, with the ability to articulate complex technical matters clearly to diverse audiences.
- Working knowledge of ISO17024.

## Qualifications

- IRATA Level 3 rope access qualification.
- IRATA Assessor certification is advantageous.
- Instructor or equivalent instructional qualification.
- Proficiency in Microsoft Office applications, including Excel and PowerPoint.
- GCSE English and Mathematics at Grade 4 or above (or recognised international equivalent).
- We are unable to sponsor visa applications for this role. Candidates must have an existing, legal right to live and work in the UK.

## Personal Characteristics

- A strong command of the English language, proficiency in other languages is advantageous.
- Comfortable with presenting to groups, such as committee meetings and events.
- Highly motivated and self-disciplined.
- Keen attention to detail.
- Ability to communicate, develop and sustain excellent working relationships at all levels with internal and external stakeholders.
- Positive attitude and approach.
- Work well within a team.
- Commands professional authority and credibility across technical and operational environments.



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- Communicates with confidence and professionalism.
- Is disciplined and detail driven, with a strong sense of accountability.
- Understands and respects regional diversity, balancing global consistency with practical realities.
- Builds strong, trusted relationships across committees, staff teams, and external stakeholders.
- Represents IRATA with professionalism, integrity, and sound judgement at all times.
- Is flexible regarding working hours and international travel.

### Job Description Acknowledgement

I have received, reviewed and understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

<b>Job Holder Name</b>			
<b>Job Holder Signature</b>		<b>Date (DD/MM/YYYY)</b>	
<b>Manager Name</b>			
<b>Manager Signature</b>		<b>Date (DD/MM/YYYY)</b>	