

Role Title

Professional Development Centre Training Consultant (Hourly Paid)

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Training Consultant	Hourly Paid teacher salary scale	Singapore	1-year renewable	Assistant Director PDC

Role purpose

The post holder will work collaboratively with the PDC training team:

- To deliver quality training and ensure effective learning

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Overview:

The Professional Development Centre (PDC) has been operating for over 30 years. We train more than 8,000 employees a year in the public and private sectors, in Singapore and the region. We have a suite of over 60 courses, which range from business communication (writing, speaking, presenting) to leadership, team working, creativity and customer service.

- Public 1, 2 or 3 day workshops at our training centre for mixed groups of employees
- In-company, customised workshops for closed employee groups, usually off-site
- 'Bite size' 90 minute workshops
- Bespoke programmes for Government Ministries and multinational companies
- E-learning
- Regional and Global Training

The team is made up of 5 Customer Service staff members, 11 full time trainers, 4 hourly-paid instructors, 3 Assistant Directors (responsible for client management), a Business Development Manager, Operations Manager, Academic Manager and Director PDC.

The PDC shares premises with English language teaching and teacher training (mainly CELTA courses).

The British Council in Singapore employs a team of over 100 trainers and teachers delivering English language, teacher training and professional development courses to Singaporeans and students of other nationalities.

This is an exciting opportunity for an experienced training professional to join the Professional Development Centre Training Team at the British Council Singapore.

Our goal is to consistently achieve high quality training through our public and in-company workshops held in our Toa Payoh Centre and at company premises to maintain our reputation as a leading provider in the field of corporate training.

The primary purpose of this role is to ensure training meets learner needs and expectations, as well as Teaching Quality standards and organisational expectations. Post-holder is expected to maintain good relationships with customers and colleagues and support the centre's activities and British Council plans.

This is an adhoc post, and the hours assigned to post-holder will vary on a monthly basis, depending on the needs of the business. Post-holders can expect to spend at least 90% of their time delivering training on our public courses.

This post requires high flexibility and an ability to connect with others.

Main Accountabilities:

Training (95%)

- Plan, prepare and deliver high quality professional training that meets the needs of different customer groups, taking into account individual learning styles
- Monitor progress and provide regular feedback to help manage participants' performance during the course
- Contribute to the development, evaluation and improvement of training courses, materials and related services, in order to meet participants' needs by actively working as a member of the training team
- Complete training related administrative tasks as required
- Deliver presentations to audiences as required

Professional Development (5%)

- Actively engage in professional development and performance management to ensure quality and high standards in training and learning, and maintain British Council's position at the forefront of best practice

Role Requirements		Assessment Stage
Passport requirements/ Right to work in country	Applicants must be granted the right to work in Singapore which is subjected to Ministry of Education/Ministry of Manpower approval.	Shortlisting
Direct contact or managing staff working with children?	NO	N/A
Notes	UK nationals need to apply for a UK DBS (Disclosure and Barring Service) check. In	

addition all new staff should acquire a police check from their current country of residence. All the above need to be applied for prior to post.

Other important information / requirements

Able and willing to work on weekends and during evenings, if required.

The British Council is committed to a policy of equal opportunity and is keen to reflect the diversity of UK society at every level within the organisation. We welcome applications from all sections of the community.

The British Council is committed to a policy of equal opportunity, and to safeguarding and promoting the welfare of children and young people. We expect all of our partners to share this commitment. British Council appointments are contingent on thorough checks. In the UK, and in other countries where appropriate systems exist, these include criminal records checks.

Person Specification:	Assessment stage
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Language requirements

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> High proficiency in English i.e. full mastery of English across all 4 skills equivalent to user (CEFR C2) IELTS Band 8/9 in each of 4 sections of the academic module 		Shortlisting

Qualifications

<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> First Degree Diploma level teaching/training qualification or other recognised teaching qualification such as CELTA, DELTA or ACTA. 	<ul style="list-style-type: none"> A Masters Degree qualification Coaching qualification Trainer accreditation E-learning experience 	Shortlisting

Role Specific Experience

<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> Min 4 years of relevant work experience post-qualification with a proven track record of delivering soft skills and business communication training to clients from public and/or private sectors 	<ul style="list-style-type: none"> Client liaison Experience with psychometric testing Corporate working experience 	Shortlisting & Interview

Role Specific Skills & Knowledge

	<i>Assessment Stage</i>
Teaching skills (Level 2 = more demanding) Proven training skills in a range of professional courses Classroom management	Shortlisting AND Interview

Course and lesson planning Subject knowledge Ability to work to tight deadlines and demonstrate a high level of flexibility	
British Council Behaviours	Assessment Stage
<ul style="list-style-type: none"> ▪ Making it Happen (Essential) ▪ Working together (Essential) ▪ Connecting with others (More demanding) 	Shortlisting & Interview
<ul style="list-style-type: none"> ▪ Being Accountable (Essential) ▪ Shaping the future (Essential) ▪ Creating shared purpose (Essential) 	Performance Management
Prepared by:	Date:
Hidayu Mustaafa	16 May 2018

Information about the vacancy

Job Title	Training Consultant – Hourly Paid	Job Code	SNG-T-1710-2
Location	Singapore	Job Type	Hourly Paid
Applications Close	Ongoing	Start Date	ASAP
Number of Posts	3		

Role Information

Contract Length	Renewable Period	Contract Type	No of Staff Managed	Contact Hours	Contact Teaching Hours
1 year	Renewable	Hourly Paid	NIL	7	Up to 28 hours a week

Job Overview

The British Council in Singapore is recruiting for a Training Consultant (Hourly Paid) to join the Professional Development Centre (PDC). This is an excellent career development opportunity for a trainer to broaden his or her training and professional skills.

The PDC has a wide range of training products and resources. There are many opportunities for training, project work and development, including funding for external professional development and internal development activities organised by the department. Many of our trainers have benefitted from this and have gone on to take up coordinator or management posts within the PDC, Singapore and overseas.

Enquiries about the post can be sent to the [East Asia Regional Teacher Recruitment team](#) based in Singapore.

Interviews are likely to be held one week after closing date.

Internal applicants only - Please include your most recent end-of-year-record and copy in **both** your line and centre managers when submitting your application.

Valuing diversity is essential to the British Council's work. We aim to abide by and promote equality legislation by following both the letter and the spirit of it to try and avoid unjustified discrimination, recognising discrimination as a barrier to equality of opportunity, inclusion and human rights. All staff worldwide are required to ensure their behaviour is consistent with our policies.

The British Council is a full member of Keeping Children Safe (KCS) and has achieved level 1 child safe certification. We believe that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989 and that every child matters - everywhere in the world. In line with the British Council's Child Protection policy, any appointment is contingent on thorough checks including criminal record checks, in line with legal requirements.

Local restrictions on employment

All staff members have to be registered with the Ministry of Education. To do this, the British Council needs the educational certificates and degree transcripts of the teacher/trainer concerned. Staff member is required to write to the universities or colleges for confirmation as required by local Singapore regulations.

Hourly-paid staff members must hold the relevant valid pass in order to undertake work for the British Council.

Centre information

British Council Singapore has four centres (Napier Road, Tampines, Marsiling and Toa Payoh)

The [Napier Road Centre](#) occupies its own custom built building next to the British High Commission, just outside the main tourist belt in a salubrious residential area. Here we run adult academic, general and business English courses, and courses for secondary, primary and preschool school children. The Teacher Development Centre is also based here.

The [Tampines Centre](#) is located in the east of the island in the first Carbon-neutral building in Singapore. It has 9 classrooms and offers courses for preschool, primary and secondary school children. It also houses the first Full-time Pre-school in the region. It is a busy centre located in the bustling eastern suburb of Tampines.

The [Marsiling Centre](#), an 8 - classroom centre, opened in June 2003, accommodates courses for preschool, primary and secondary school children. Located in the heartlands of Singapore, the centre has a strong community atmosphere. The centre is on the 3rd and 4th floor of a community centre in Marsiling, located in the north of the island.

The [Toa Payoh Centre](#) is a 15-classroom centre that opened in August 2009. The centre accommodates courses for preschool, primary and secondary school children, adult General and Business English courses. The Professional Development Centre (PDC), which runs business communications skills and management training courses, is also based here. The centre is on the 9th floor of the HDB Hub, an office and shopping complex, located in the centre of the island. The Toa Payoh area is high density and serviced by excellent transport links, with a bus interchange and MRT station within the complex itself.

We also run contracts offsite throughout Singapore for both companies and MOE schools on a regular basis.

Please refer to our web site at www.britishcouncil.org.sg/english for a full range of courses and information about the centres.

Salary

Salary ranges from S\$ 61.37 (Point 0) to S\$ 75.92 (Point 4) gross per hour depending on qualifications and experience.

S\$1.79 = £1.00 @ May 2018

Income taxes and national insurances

Income tax is between 2-22% depending on total actual income. It is paid one year in arrears and staff are responsible for submitting the necessary tax forms and arranging payment. Payment is usually demanded as one lump sum but instalments can be arranged as long as you do this before you receive your assessment.

Whilst all above information was accurate at time of writing, specific details and entitlements are subject to change.

Hidayu Mustaafa, Operations Manager PDC

16 May 2018