**Cogent Skills Competence Management Consultant**

**About Cogent Skills**

Cogent Skills is the UK’s strategic body for skills in the science-based and major hazard industries, led by sector employers. We work with them to develop, design and deploy skills solutions for the sector.

All our products and services are designed with science-based and major hazard industry employers and are underpinned by national standards and meet the unique requirements of the sector.

We deliver a range of commercial course and consultancy interventions to various industry sectors that operate in high hazard/COMAH environments. Our interventions are delivered by a pool of professional associate consultants/trainers who are specialists in their area.

Our ethos is to deliver robust, fit for purpose training and consultancy solutions that add value and are self-sustaining for our clients’ businesses.

Our associates are involved in delivering multiple aspects of client work, from project management and facilitation in-depth consultancy and course delivery. All associates are approved via an appropriate internal and/or external panel process upon application to ensure they meet the standards relevant to each intervention.

**Competence Management**

**Cogent Skills worked with industry representatives and stakeholders to develop** [**Guidelines for Competency Management Systems for COMAH sites**](https://cogentskills.com/wp-content/uploads/2022/09/CMS_Guidelines_COMAH_sites.pdf)**. Whatever the nature of the organisation, the competence of its people is key to achieving business aims. In process and other major hazard industries, a good quality, effective competency management system is critical to ensuring a strong safety and business performance.**

**Cogent Skills provides consultancy support to employers based on these guidelines, to ensure such processes are developed, owned and implemented within the organisation to leave no stone unturned, and that competency management is enshrined across the entire workforce. Our guidelines and the associated consultancy support are also designed to ensure that your competency management system not only improves staff motivation and performance, but critically reduce risks and the potential for human error.**

# Competence Management Consultant Person Specification

**Domain knowledge and experience**

**Consultants should:**

* Have practical knowledge and experience of competence management/human factors/change management in a high hazard and/or highly regulated sector, normally by extended periods of working in industry in roles with specific training and development responsibilities.
* Have a thorough knowledge of the principles of Competency Management Systems (CMS), their effective implementation and benefits.
* Demonstrable experience in one to one business support, including organisational needs analysis and report writing.
* Be able to demonstrate knowledge of relevant regulations, e.g. HSE, OSHA, COMAH, etc.
* Ideally, hold an accredited qualification relevant to the consultancy specialism
* Be recognised as competent via (safety professionals) peer review.
* Have a personal commitment to high standards of safety and professional ethics.
* Demonstrable knowledge, experience and ability to deliver in the areas listed below (choose those that are relevant):
  + Competence Management System consultancy including:-
    - Develop CMS Policies, Procedures and Standards
    - Task identification
    - Task criticality/risk analysis
    - Develop Assessment Capacity & Capability
    - Develop competence assessment criteria
    - Identify and map training provision to tasks and roles
    - Review and audit the CMS
  + Change Management programme creation and delivery experience
  + Technical operating/maintenance procedure writing
  + Other expertise relevant to high hazard sites or regulated environments

**Pedagogical knowledge and experience -**

**Consultants should:**

* Have proven experience in delivering professional training and CPD, including experience at the level of seniority appropriate to the course, given the typical client.
* Undertake personal CPD to keep their knowledge and skills up to date.
* Be able to provide references as to their ability and client satisfaction.
* Be articulate and engaging, able to establish interaction and rapport with clients at all levels.
* Be willing, where appropriate, to undertake pre-consultancy interviews with a view to tailoring delivery to company needs.
* Be conversant with, and able to select and apply, a range of appropriate training techniques and styles.
* Be able and willing to adapt their delivery and, where possible, material and examples used, to suit the client concerned.
* Be willing to mentor other presenters in delivery of the intervention or similar material.
* Be willing for their delivery to be subject to feedback and evaluation.
* Be willing to provide feedback during each project in order to guide the improvement of course design, content and materials.
* Be willing, if requested, to undertake follow-up discussions and visits.
* Ideally, have received formal training in teaching/learning techniques.