

JOB DESCRIPTION

POST TITLE: INFRASTRUCTURE AND CONSTRUCTION
SKILLS CENTRE MANAGER

POST NUMBER: WREQ1678

GRADE: MANAGEMENT SPINE

JOB PURPOSE

The post-holder will lead and direct the Infrastructure Construction Skills Centre as a commercially viable enterprise combining both commercial and education funded training within the Weston College Group.

The primary focus will be to lead the management, development and implementation of all commercial activity around the three key areas of Scaffolding, Groundworks and Plant Training, alongside offering a wider range of construction site ready courses. The expectation is that the Infrastructure Construction Skills Centre will be considered the market leader in the South West and the wider region for high quality commercial and apprenticeships and training.

It is expected that the post-holder will have a strong civil construction industry background and a high degree of knowledge/experience of the sector training needs.

The post-holder will have responsibility for:

- The management of a team of staff, assessors/trainers, setting and achieving targets and establishing and maintaining outstanding provision;
- Building partnerships with industry and growing a wider network of contacts that will ensure the centre meets expected core targets for growth and income;
- The day-to-day operation of the centre and the logistic planning of the centres activities to maximise workshop, classroom and site usage.

KEY TASKS/RESPONSIBILITIES

In addition to the above, the post-holder is required to:

- Lead the development, planning and integration of the new centre;
- Manage the centre and all associated activity;

JOB DESCRIPTION

- Recruit and lead a team of staff to deliver innovative teaching, learning and assessment models that maximise learner achievement, ongoing progression and contribution levels;
- To manage relationships with key partners, both in the delivery of programmes and the development of external work opportunities;
- Develop, plan and implement a training offer that maximises the commercial viability of the centre through commercial training, apprenticeships and Adult Education funding opportunities;
- Create an ethos where the highest quality of Teaching, Learning and Assessment raises learner aspirations, stretches and challenges learners to achieve to the best of their ability and supports the learner to progress;
- To lead the effective recording, tracking and monitoring of learner progress resulting in high levels of overall and timely success, maximising capability and commercial opportunity. Working to effective KPIs for the centre;
- Develop and maintain effective approaches within the team that provide monthly reports on KPI activity including centre utilisation, assessor caseloads, learner progress, H&S monitoring, financial contribution, learner and employer feedback;
- Create and maintain a positive client centred ethos to provide high levels of employer engagement resulting in excellent levels of employer satisfaction with both new and existing customers;
- Contribute to the Quality Assurance processes by producing accurate and analytical self-assessment documentation the drives forward continuous improvement;
- Work closely with relevant management to ensure systems and processes are fit for purpose and adhered to by the staff team.

GENERIC RESPONSIBILITIES

- To ensure that all aspects of activity are kept under review, developed as necessary, reflect a client centred provision, implement approval procedures and ensure subsequent delivery meets approved criteria. To promote a total quality ethos in all aspects of activity;
- To promote positive leadership and direction in maintaining high levels of learner success;

JOB DESCRIPTION

- To motivate all employees to maximise their performance and potential, ensuring that they are provided with a systematic programme of development and support;
- To liaise with external organisations and participate in the gathering of labour market intelligence; in marketing the College and providing data, reports and other information as and when required;
- To manage effectively and efficiently resources including space, materials and staffing;
- To provide an image of the College that is consistent with the College mission and values and to represent the College on internal and external committees as required;
- To be responsible for managing effective change;
- To ensure policies and procedures are followed by all employees;
- To comply with all College policies and procedures;
- To carry out such duties commensurate with the grade of post and as may be required by the Principal and Chief Executive.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

As a representative of Weston College, you will be committed to developing your skills in using technology to enhance learning, including use of the Virtual Learning Environment (VLE) and classroom equipment.



JOB DESCRIPTION

CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine 12-14: £48,046.00 to £50,692.00 per annum, plus PRP.

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 318.5 hours per annum, inclusive of statutory bank holidays.

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
Educated to at least A-level standard (or equivalent).	✓	
High-level of contract delivery experience.	✓	
Experience of effective working with commercial partners & employers.	✓	
Excellent knowledge of the civil construction industry, groundworks and plant training	✓	
High-level knowledge of funding and commercial costing.	✓	
Experience of managing a team.	✓	
Strong commercial focus.	✓	
Excellent negotiating skills.	✓	
Proven ability to work to KPIs and targets.	✓	
Highly motivated and able to respond positively and quickly.	✓	
Excellent communication skills.	✓	
Excellent organisational skills.	✓	
Full driver's licence.	✓	