



POST TITLE: HEAD OF CONSTRUCTION AND LOGISTICS
TRAINING CENTRE

POST NO: SBREQ000043

GRADE: MANAGEMENT SPINE 21 TO 26

JOB PURPOSE

The post holder will lead and manage the Construction and Logistics Training Centre, including the operation of the subsidiary company Somax Ltd. The primary focus will be to develop and expand a high-quality skills and training offer to meet the needs of the construction and logistics industries, positioning Somax and the Construction Training Centre (CTC) as the market leaders in the southwest for high quality training in construction and logistics.

The post holder will lead the growth and development of the provision, including full cost commercial, Adult Education Budget, Bootcamps and Apprenticeship programmes, maximising on growth opportunities.

Reporting to the Dean of Faculty for Building, Automotive and Civil Engineering and working with other managers across the College, the role includes the management of a team of staff and assessor/trainers, setting and achieving targets and establishing and maintaining outstanding provision.

Working with the Dean, the role is responsible for the strategic development of the CTC and Somax Ltd, along with ensuring the day-to-day operation meets all core targets for student outcomes, income and employer expectations.

The role creates a unique opportunity for an ambitious individual to take the Centre to the next level of development, to position the provision with employers and potential learners as the regional market leader.

The post holder will be innovative, inspirational and forward thinking, able to identify opportunities for the College and translate these into sustainable successful contracts/projects.

KEY DUTIES AND RESPONSIBILITIES

- Lead a team of staff to deliver innovative teaching, learning and assessment models that maximise learner achievement, ongoing progression and contribution levels.
- Ensure a proactive and entrepreneurial approach to developing the training offer for construction and logistics/ driving sectors, engaging with key employers, learners and stakeholders to raise the profile of the provision.



- Develop, plan and implement a curriculum offer that maximises apprenticeship, AEB and full cost opportunities and generates the correct financial contribution.
- 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. An ethos where employers value the quality of delivery, customer service and industry focused approach.
- Grow all areas of delivery, but with due regard to meeting financial, quality and VFM criteria.
- Lead, manage and develop a professional team at the CTC who work as one team to achieve the best possible outcomes for our learners and employers, including managing key delivery partners. Develop sustainable staffing models to aid the attraction and retention of staff.
- Develop and maintain effective approaches within the team that provide the line manager with regular reports on performance to meet business plan, quality indicators, audit compliance to effectively draw down funding and Health and Safety/ Safeguarding.
- Create and maintain a positive client centred ethos within the team to provide high levels of employer engagement resulting in excellent levels of employer satisfaction with both new and existing customers.
- Work with business development and marketing teams to ensure an effective marketing profile and business development plan is in place and delivering a growth agenda.
- To promote and demonstrate cross-college working with teams across the College and with our scaffolding partner to maximise opportunities for learners and employers.
- Contribute to the Quality Assurance processes by producing accurate and analytical self-assessment documentation to drive forward continuous improvement.
- Ensure effective liaison with the awarding bodies and meet all awarding organisation requirements.
- To ensure that Quality Assurance and improvement mechanisms are effectively implemented, robustly monitored and result in high standards and student outcomes.
- Contribute to the production of reports for Governing Body.
- Work closely with relevant management to ensure systems and processes are fit for purpose and adhered to by delivery team.



GENERIC DUTIES

- To ensure the effective implementation of Somax's Health and Safety Policy and management systems.
- To represent the College locally, regionally and nationally as required by the Principal.
- To motivate all employees to maximise their performance and potential, ensuring that they are provided with a systematic programme of development and support.
- Ensure effective measures and systems are in place to cover staff absence and minimise the impact on the learning experience for learners and meeting financial targets.
- To manage effectively and efficiently resources including space, materials and staffing.
- 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 staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with the organisation 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 Somax's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

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

LINE MANAGEMENT RESPONSIBILITY

The post provides day to day leadership to the staff of the Construction and Logistics Training Centre and direct line management of Centre managers and staff, including but not limited to the following:

- Logistics Sector Lead Manager
- Centre Operations Manager
- Construction Sector Training Coordinator
- Trainers/ Assessors as required

The post will report to the Dean of Building, Automotive and Civil Engineering Faculty.



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JOB DESCRIPTION

CONDITIONS OF SERVICE

The Somax standard Contract of Service for Management staff applies.

SALARY

Management Scale, Points 21 to 26: £39,375.00 to £45,075.00 per annum.

HOURS

Hours of attendance: Full-time, 37 hours per week.

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

Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their working day.

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

The Weston College Group 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.

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C/4 or above (or equivalent) including English Language and Mathematics. <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>	✓	
Experience of working at a strategic management level in an organisation.		✓
A track record of growing and developing a service, ideally in the education and skills sector.	✓	
Experience of developing business plans and then managing delivery/implementation within the agreed budget.	✓	
A track record of effectively co-ordinating and motivating a team to maximise their performance and potential.	✓	
An understanding of and interest in the training and skills requirements of the Construction and Logistics Industries.	✓	
Setting and achieving high standards for self, teams and students.	✓	
Experience of effective working with commercial partners & employers.	✓	
Good knowledge of curriculum design and awarding body requirements. Understanding and ability to develop and manage a cost-effective curriculum.	✓	
High-level knowledge of Apprenticeships and Adult Education Budgets, Bootcamps etc.	✓	
High-level knowledge of FE funding methodologies.	✓	
Experience of audit requirements.	✓	
Strong commercial focus.	✓	
Proven ability to work to KPIs and targets.	✓	
Highly motivated and able to respond positively and quickly.	✓	
Excellent interpersonal communication skills – able to form positive productive relationships internally and externally.	✓	



somax PERSON SPECIFICATION

Excellent organisational skills.	✓	
You must be a strong team player with a proven history in coordinating and motivating teams	✓	
A track record of innovation and creativity	✓	
Able to influence others at all levels and inspire collaboration	✓	
Full driver's licence.	✓	