

Head of National Construction Operations

Job Description

Job Title:	Head of National Construction Operations
Reports to:	Operations Director – Learning & Skills
Salary Band:	B
Location:	Home based with national travel

Purpose

Leading the National Construction Operations team, the post holder will be responsible for providing inspirational leadership in the delivery of multiple funded programmes and to driving transformational growth within construction, as part of the wider learning and skills growth strategy. To successfully deliver all construction contracts to maximise the opportunities from the Apprenticeship reforms and levy, skills devolution, and roll out of new curriculum within the construction sector. Develop key stakeholder relationships with employers, delivery partners and appropriate funding bodies and sector bodies nationally and work with strategic partners to form strong, mutually beneficial relationships that enable the Shaw Trust Group to maximise opportunities for growth and income generation and most importantly, high quality outcomes for all learners.

The post holder will also manage operational delivery teams to ensure effective deployment of resources and achievement of agreed performance (C1) and quality KPIs. Ensuring workflows are carried out / delivered in line with funding rules and high-quality delivery standards.

This role requires flexibility, personal drive and a commitment to exceeding contractual targets as well as the ability to manage budgets, produce comprehensive reports and accurate, statistical analysis of operational activity.

Main Duties and Responsibilities

1. To be responsible and accountable for all commercial and funded C1 across construction operations,
2. Provide leadership, management and direction to construction operational staff across the different operational regions, ensuring that staff are motivated, developed, encouraged, and supported effectively.
3. Deliver highly effective communications across the country, ensuring staff are informed about key business priorities and the tasks and activities required to achieve the objectives within the construction growth strategy.

4. Work to ensure that Construction Skills Teaching Assessors are providing outstanding teaching, learning and assessment, delivering excellent outcomes for all learning and skills provision above national benchmarks.
5. Devise, develop and recommend initiatives to senior management which enhance Learning and Skills provision and influence in the region's education and training economy. These initiatives should be income producing, profitable and congruent with the group's growth strategy and vertical integration of provision from entry level to higher education.
6. Ensure compliance with awarding body and End Point Assessment (EPA) processes and procedures, to act as key contact for group quality monitoring and coordinate reporting and follow up of actions in collaboration Operational Support Services team.
7. Work collaboratively with the Operational Support Officers to ensure that operational areas are continuously prepared for external inspection, and that all compliance, data validation and performance management / funding rules are adhered to.
8. To further develop the progression routes for Unemployed Adults, Traineeship participants and Apprentices so that employment potential is realised, and career aspirations are met. To ensure that learner destinations are tracked effectively to support future strategic decision making and tendering.
9. Work in partnership with the Learning & Skills Head's of to ensure that recruitment and income targets are achieved for all construction learning and skills income targets, taking joint action where necessary in order to refocus teams accordingly.
10. To ensure that the Shaw Trust Group are promoted at a local, regional and national level with employers/trade publications and press by working with Apprentices on National Apprenticeship Awards and Skills Competitions, identifying relevant success stories and using these to further develop reach in the work-based learning marketplace.
11. Contribute to the development of the group curriculum development strategy, taking a lead in the development and implementation of responsive programmes and Apprenticeship Standards within the areas of responsibility, which meets geographical current and future labour market, CA and Local Enterprise Partnership (LEP) and regional Employment Board needs.
12. Lead and inspire team members to deliver customer excellence at all times to internal and external stakeholders and their learners.
13. Be responsible and accountable for the management of skills budget/contract lines and ensure that all resources are deployed effectively and within agreed allocations without any unauthorised overspend.
14. Develop the talent pool within the regional operational teams so that there is succession planning and an appropriate management and team structure in place to maintain an outstanding experience and service to learners, employers and other stakeholders within construction.
15. Ensure effective performance management of staff within the division and across all sites, setting appropriate and stretching performance targets and regularly reviewing performance, with interventions as necessary.

Other

1. Ensure that you work to Shaw Trust Group's vision, values, objectives and priorities and are strongly committed to them.

2. Understand and adhere to all responsibilities to ensure that the quality requirements of Shaw Trust Quality Assurance Framework, the prime contractor, funding body, OFSTED, DWP Quality Framework, or any other contract stakeholder, are maintained and exceeded.
3. To undertake any further training as identified in the Shaw Trust review procedures.
4. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
5. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
6. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
7. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
8. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
9. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
10. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
11. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
12. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p>Person Specification</p> <p>Job Title: National Head of Construction operations</p> <p>(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Expert Construction discipline to at least level 6. (D) • Appropriate professional registration/accreditation, e.g. Chartered Institute of Building, Chartered Engineering Institute, Royal Institution of Chartered Surveyors, Association for Project Management. (D) • Appropriate Teaching, assessing and or quality assurance qualification. (E)
<p>Experience</p> <ul style="list-style-type: none"> • Relevant experience of working in a similar role in training or college setting (E) • Relevant experience of motivating and supporting teams to achieve high levels of performance and compliance (E) • Demonstrable experience of the contractual and performance management requirements of larger scale contracting including experience of delivery, contract management and capacity building (E) • Strong negotiation, communication and influencing skills (E) • ICT proficiency including all major Microsoft applications (E) • Experience of implementing quality assurance systems (E) • Be able to demonstrate knowledge of funding rules and audit compliance requirements for learners in further and higher education (E) • Experience working within or with a wide range of partners, including public, private and voluntary sector agencies (D) • Experience of delivering staff training/mentoring (E)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Experience of data collation and ability to analyse, interpret statistics, data and other information to produce reports (E) • Experience of budget and financial management (E) • Ability to communicate effectively to a range of people and form positive relationships with all stakeholders; internal and external (E) • Resilience and perseverance to ensure delivery and implementation of key goals. (E) • Ability to work effectively as part of a senior team responsible for meeting objectives. (E)

Personal qualities, communicating and relating to others

- Be able to work flexibly as part of a team or independently **(E)**
- Must be willing to undertake promotional activities to assist other teams as required **(E)**
- Be able to work on own initiative and be pro-active **(E)**
- Have a commitment to the achievement of meeting audit requirements and quality assurance **(E)**

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults **(E)**
- This post requires a Disclosure and Barring Service Check at a Basic level **(E)**
- Understanding of Safeguarding and PREVENT Legislation and its application within the educational sector **(E)**
- Commitment to Safeguarding and PREVENT promoting the welfare of children and vulnerable adults **(E)**

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity and how to implement strategies **(E)**