

Capel Manor College

Head of Business Development and Employer Skills

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Head of Business Development and Employer Skills
Scale	Leadership and Management
Grade	Points 41-47
Responsible to	Assistant Principal-Employer Skills, Innovation and Growth
Location	Enfield
Contract	Full-time, Permanent

Key Responsibilities:

1. Achieve the College vision of excellence through the implementation of the College's Strategic Development Plans and Quality Improvement Plans within the area of Professional Short Courses, Industry Short Courses and other short course provision pertaining to Adult Skills.
2. To be responsible for the leadership, management and development of the College's provision for this curriculum area ensuring that the quality of the delivery is of the highest standard and that all courses are cost effective.
3. To deputise for the Director of Business Development in the areas of Apprenticeships and Employer Engagement if and when required.
4. To develop and implement an innovative, growth-focused enterprise strategy in line with strategic objectives to manage agreed projects and to increase all short course provision and industry upskilling to meet the College's income targets.
5. To develop strong productive relationships with external organisations such as Local London, to develop new provision and grow priorities such as Green Skills.
6. To jointly manage and deliver the ASF ensuring that key delivery targets are met.
7. Improve and support innovation in the development of adult skills, working with partners to ensure commitments are secured and resources are maximised.
8. Line manage the Careers team – setting clear targets for cross college careers advice, guidance and employability skills for both 16-18 and Adults.

Responsibilities:

1. To act as a 'Deputy' for the Apprenticeships and the Employer Engagement 'arm' of the department as and when required.
2. To work effectively with colleagues across the College, the Local Authority and other key external stakeholders in order to ensure delivery of high quality, relevant short course provision.
3. Ensure that all short courses and training programmes are responsive in developing sustainable provision and are closely aligned to LSIP priorities and meets the needs of industry.
4. Lead on and be responsible for, the strategic management and delivery of key income targets pertaining to all short course provision.
5. To lead and manage a team of professionals to ensure that delivery of all short courses meets the Outstanding agenda and that customer satisfaction is excellent.
6. To work closely with the Director of MIS and to be accountable for delivering the ASF budget and for managing key delivery targets.
7. Work with employers and key stakeholders to develop new innovative curriculum offers for professional short course delivery.
8. Be accountable for submitting bids to tender for new contracts and for funding that drives innovation and provision across the whole college.
9. Develop an Adult Training and upskilling Hub/Centre in line with the College's strategic growth in Adult provision.
10. Manage ongoing College projects and priorities that align with Adult provision and growth.
11. Facilitate and organise industry relevant conference and convening events, including steering groups.
12. Manage and develop the College's Career programme and ensure that this is delivered effectively across the college.
13. Effectively use and help develop the College's CRM and Employer's Hub.
14. Manage and be accountable for, improvements in the quality of teaching and learning delivered by Lecturers and Instructors delivering all short course provision.
15. Ensuring that all targets for the improvement in quality of teaching, learning and attainment for all Adult skills short courses in this area are met.

16. Managing and being accountable for achievement, retention and pass targets for adult learners undertaking short course provision.
17. Provide information and reports to the Director of BDU and Senior Leaders about all operations and developments pertaining to Adult skills, Industry updates and demand, areas for growth and training as required.
18. Assessing the risks to the College of any new industry upskilling and delivery opportunities.
19. Reviewing and assessing the potential to develop strategic partnerships with sector specialists and all other external stakeholders.
20. To capitalise on links with employers and engage their expertise in developing the Adult short course curriculum as a core part of the area's activities.
21. To develop the College's agreed strategy area, monitoring its effectiveness and taking action, as necessary, to secure improvements.
22. To liaise, as necessary, with Institutions that are in partnership with the College for the delivery of the College's programmes.
23. To manage the aspects of the College's quality and self-assessment processes that are the responsibility of the role.
24. To manage the aspects of the College strategic and annual business planning and budgeting processes that are the responsibility of the role.
25. To represent the College with external agencies as required in the performance of duties or as directed by the Vice Principal.
26. To achieve agreed targets and performance indicators across all areas of responsibility.
27. To maintain an in-depth sector knowledge and professional currency and awareness of developments and represent the College at appropriate sector groups and meetings.
28. To perform any other duties consistent with the role and/or reasonably required by the Vice Principal and/or a member of the Senior Management Team.

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Evidence of continuous professional development
- Level 4 Qualification in related field
- Assessor/Verifier awards or willingness to achieve these quickly (training will be provided to achieve these)

Experience

- A proven record of delivering teaching and learning to a consistently high standard which demonstrates a commitment to ensuring quality of provision, including tutorial support
- Experience of Further Education curriculum delivery planning and administration
- Experience of working with employers and businesses to develop programmes
- Experience of Further Education curriculum delivery planning and administration
- Proven experience of motivating self and others
- Experience of management in a pressurised and demanding role
- Experience of project management
- Experience in managing public open days, displays or events
- Experience of securing sponsorship and working with sponsor
- Experience of working in a supervisory role

- Up to date knowledge of curriculum, teaching and learning, managing challenging learner behaviour proven through experience and continuing professional development
- Sound knowledge of available funding methodology, particularly ASF

Skills, Abilities and Knowledge

- The ability to develop positive working relationships with individuals at all levels
- Sound administrative skills
- Effective communication/organisation skills and ability to work on own initiative and as part of a team
- The ability to communicate effectively orally and in writing
- Effective organisation skills and ability to work on own initiative and as part of a team
- Sound ability to use Microsoft Outlook, Word and Excel, College Management Information Systems (databases) and Information Learning Technology applications (VLE, Smartboards etc.)
- Ability to promote and build the section's programme and facilities (including relevant awarding body criteria and how to obtain scheme approval)
- High degree of personal presentation and customer care skills
- Flexibility, responsiveness, commitment to the area of work, time management skills which demonstrate the ability to work to deadlines
- Skilled in liaison and negotiation with others
- Demonstrable ability to problem solve, work on own initiative and make decisions within agreed strategic guidelines
- Demonstrable use of ILT to improve access to learning
- Commitment to inclusive and comprehensive educational provision from 14 years old to adult (including a demonstrable commitment to Diversity & Equality)

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required