**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Adult Skills Manager | Apprenticeship & Skills |
| **SALARY** | **BENEFITS** |
| £27,570 - £35,287 per annumrelating to qualifications and experience | Local Government Pension Scheme26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Head of Apprenticeship & Skills | Adult Skills Team Inc. Adult Skills Tutors (2.4) and x2 Co-ordinators and a range of Hourly paid staff |
| **KEY TASKS AND RESPONSIBILITIES** |
| * To develop a strategic approach to delivering the Adult Education (AEB) and Full Cost Recovery (FCR) provision across College to ensure AEB allocation is met (at least 97%) and FCR financial target is exceeded.
* Work with partners to ensure that the skills demands of the area are understood by future skills providers and implement a contract management approach that delivers skills provision.
* To lead the building and maintaining of relations between the College curriculum & support areas, centres, employers and learners to ensure an effective demand and supply driven skills system can operate in the area.
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| **DUTIES** |
| * To manage, determine and co-ordinate the training needs of potential customers and to assist in the development of relevant training courses to meet the AEB allocation and financial target for FCR provision
* To recruit learners to a range of AEB and FCR courses in liaison with curriculum departments, centres and partnerships.
* To respond to customer enquiries, providing advice and guidance and to produce costings and information for AEB and FCR courses
* Manage the Adult Skills team and teaching staff within the department and to work closely with all business areas of the College
* Provide guidance on funding to employers and staff
* Manage staff through robust recruitment, transparent performance management, strategic communications and strong quality assurance in order for staff to feel empowered and recognised.
* To liaise with part-time tutors regarding contracts, working arrangements and invoicing etc
* Lead on full compliance regarding all elements of the adult education provision planner to meet student satisfaction and progression and that these are monitored and reviewed via quality assurance/audits.
* Lead on quality improvement for the department in liaison with the Quality team producing an annual self-assessment report and quality improvement plan to drive forward continuous improvement.
* Manage department budgets appropriately.
* Lead on standardisation, ensure it is effective within your department and liaise with the quality team over all aspects relating to awarding bodies.
* Work with the Employer Services Manager and the Business Development Manager regarding employer engagement strategies.
* Support with open events and others marketing events as required.
* Represent the department internally and externally and develop and facilitate strong links with communities, other educational organisations and employers.
* Work closely with employers to ensure the curriculum reflects their needs and also that placement/career progression opportunities are provided for learners.
* Partnerships – Local Enterprise Partnerships, local communities, Funding Agencies, Awarding Bodies.
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| **DUTIES** |
| Present realistic forecasts to the management team in terms of potential recruitment against AEB allocation and FCR financial targets by utilising College dashboard systems.To provide quarterly detailed reports against targets to the Assistant Principal Apprenticeships & Quality and the Head of Apprenticeship & Skills to allow effective reporting to the Senior Leadership Team, strategy groups and governance reports.Work with other managers, departments and external stakeholders on aspects of curriculum design and costing to realise new provision.Support the Head of Apprenticeship and Skills to ensure the college has an effective pricing strategy for all AEB and FCR provision that ensures the college maintains its competitive edge whilst delivering a quality learning packages that meets the needs of the learners and industry. |
| Effectively monitor learner and employer satisfaction in liaison with the quality team and employer services manager. Responding to feedback and driving appropriate change and quality improvement including providing management with employer satisfaction data (both internal and external satisfaction data).Proactively work with cross college managers and the Director of marketing to ensure that adult skills and full cost recovery courses are effectively promoted on the college website and through other social media platforms. This will include all associated information, advice and guidance that must be routinely updated.Ensure there is effective communication within the team through scheduled meetings and the efficient use of Office 365 Team sites including the associated use of OneNote to record actions at team and individual level.   |
| To ensure consistent links with marketing and promotion of services and attendance at careers and sector specific trade show events. Maintain a client focused approach.Promote the College values:- Respect for yourself, each other and the environment- Welcoming, honest and inclusive - Happy, safe and supportive culture- Inspiring learners and staff to be the best they can be- Positive and innovative To promote Equality, Diversity and Inclusion at every opportunity specifically the FREDIE principles – Fairness, Respect, Equality, Diversity Inclusion and Engagement principles.Promote College sustainability policies and strategies by personal commitment and lead by example.Active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) To be vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
| Take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations.Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved.Maximise effective use of time and personal ability. Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College.Be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to support this aim and its implementation pro-actively.Must be thoroughly aware of College Health and Safety policies and procedures and attend any mandatory health and safety training appropriate to their role and ensure that employees within their responsibility are also made aware of these policies and procedures and any mandatory training relevant to their role. They must also seek to ensure appropriate implementation of such policies and procedures across all areas of their responsibility.Ensure all accidents and near misses are recorded and reported following College procedures.Adhere to the Data Protection Act 1998 and the General Data Protection Regulations 25 May 2018 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies.Any other duties that may reasonably be required by Line Management and the Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** |
| Presentable and professional appearance (I)Ability to work as part of a team (A/I)Ability to work to quality standards (A/I)Good command of the English language (A/I) |  |
| ***Attainments*** |
| A qualification at Level 3 or above – for example a degree, 2 A-levels, NVQ Level 3 or 4 vocational qualifications (A)GCSE in English and Maths – 9-4 equivalent (A) orLevel 2 Certificate in Numeracy and Literacy (A)Demonstrate a willingness to undertake further training as required (A)Teaching qualification e.g. CET’P, PTTLLS or equivalent (A) or willing to work towards this within the first year.Experience of Adult Education/Full Cost Provision (A/I)A proven track record of working effectively with employers on training solutions. | Management qualification and / degree or higher management apprenticeship (A)Good knowledge of awarding body complianceTeaching/training experience and current knowledge of developments and curriculum design in teaching and learning (A/I)  |
| ***General Intelligence*** |
| Skills in business planning and process management ICT skills (A/I)Customer service skills (A/I) | Sales and marketing skills (A/I) |
| ***Special Aptitudes*** |
| Setting up and managing administrative systems (A/I)Employer engagement and customer service skills (A/I)Communication skills both written and verbal (A/I)Ability to positively promote the college (A/I) | Experience of mentoring businesses (A/I)Sound knowledge of land-based provision (A/I) |
| ***Interests*** |
| Empathy with business and workforce development (A/I) |  |
| ***Disposition*** |
| Good interpersonal skills (I)Good communication skills (I)Friendly and approachable (I)Person centred approach (I)Self motivated (I)Ability to work to deadlines and targets (I)Attention to detail and organisational skills (A/I) |  |
| ***General*** |
| An understanding of “safeguarding” and its importance within the College \* (A/I)An understanding of health and safety requirements of a working environment (A/I)An understanding of Equality, Diversity and Inclusion issues within an educational context (A/I) |  |
| ***Circumstances*** |
| Willing to apply for Criminal Records Bureau clearance at Enhanced level (A/I)Ability to work flexibly (I) | Current driving licence (A) |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Adult Skills Manager | Apprenticeship & Skills |
| **SALARY** | HOURS OF WORK |
| £27,570 - £35,287 per annumrelating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme Up to £14,100 pa 5.5% Employee£14,101 to £22,000 pa 5.8% Employee£22,001 to £35,700 pa 6.5% Employee£35,701 to £45,200 pa 6.8% Employee£45,201 to £63,100 pa 8.5% Employee£63,101 to £89,400 pa 9.9% Employee£89,401 to £105,200 pa 10.5% Employee£105,201 to £157,800 pa 11.4% Employee£157,801 or more pa 12.5% Employee14.2% EmployerYou will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme**Please note all new employees of the College will be required to pay for their DBS check (at present £40.00 for an enhanced level check).****Should your application be successful the College will process and pay for the DBS check on the employees behalf. The fee will then be deducted from the employee’s first salary.****Please see overleaf regarding DBS Update Service.** |
| **COLLEGE VALUES** |
| Promote the College values:* Respect for yourself, each other and the environment
* Welcoming, honest and inclusive
* Happy, safe and supportive culture
* Inspiring learners and staff to be the best they can be
* Positive and innovative
* ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.**
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**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money
* One DBS certificate may be all you will ever need
* Take your DBS certificate from role to role within the same workforce
* You are in control of your DBS certificate
* Get ahead of the rest and apply for jobs DBS pre checked
 | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)**Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down.  |
| WHAT YOU GET |
| When you join, you’ll get an online account that lets you:* Take your certificate from one job to the next
* Give employers permission to check your certificate online, and see who has checked it
* Add or remove a certificate
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