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**Job Description – Head of Training and Education – Nuclear Skills**

**JOB TITLE**

Head of Training and Education – Nuclear Skills

**ACCOUNTABLE TO:**

Director of Curriculum & Apprenticeships - STEM

**ABOUT THE COLLEGE**

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state of the art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

‘*Enable people to recognise and develop their potential’*.

We are a people business, and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

**PURPOSE OF JOB**

The role of the Head of Education and Training Nuclear Skills is to take responsibility for the operational management and compliance of the Sellafield Apprenticeship contract for all L2 and L3 Apprenticeship Programmes, including the provision of Additionalities and Short Courses, as outlined in the contract.

The role will also include working across all of the key business functions to ensure effective management and delivery against contractual KPI’s for the L2 and L3 provision.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* Ensure the effective operational of the contract, learning programmes and associated KPIs, reporting to Director of Stem.
* Working with the Deputy Principal, contract lead, and Director of Curriculum & Apprenticeships STEM to implement and drive contractual obligations.
* Support all staff, learners and visitors within the centre, ensuring their Health, Safety and Welfare is managed in accordance with policies, procedures and risk assessments.
* Ensure the safety and security at all times of the building, ensuring appropriate records are maintained
* Lead the Operations team and working collaboratively with support functions to ensure effective and successful delivery of learning programmes and contracts
* Ensuring accurate operational and performance data is available as required for Monthly Contract Meeting and internal performance meetings.
* Ensuring accurate, timely and effective business reporting to the Head of Business Development.
* Support the effective return of all learner paperwork.
* Support staff in the design and delivery of the curriculum and resources to meet client and business needs.
* Ensure the provision of accurate and termly learner records within the BUD system to support effective programme and contract management.
* Provide Technical and Expert Advice as a member of contract and partnership development opportunities.
* Representing the business at key customer events and meetings, developing strong client relationships
* Manage issues from contract delivery and escalate further where necessary.
* Monitor learner progress against contract and business targets.
* Manage agreed budgets within the Operational Team relating to the Sellafield Contract
* Proactively contribute to the success of the business by delivering agreed performance objectives and producing management reports as required
* Proactively contribute, as part of the Lakes College management team, delivering the business strategy of Lakes College
* Nominated Site Manager for the Energus and Sellafield Site, ensuring Lakes College remains compliant to delivery under the contract arrangements
* Maintain BPSS and enhanced SC Clearance status as required as the nominated Site Manager

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand
* To contribute to the quality system of the section to ensure the delivery of a high-quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.

**Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment. This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.**

**HOW TO APPLY -** For full information about this role or to apply visit [www.lcwc.ac.uk/job](http://www.lcwc.ac.uk/job)

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**Person Specification – Head of Training and Education – Nuclear Skills**

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|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| Level 3 or equivalent vocational professional qualification. | **✓** |  | AF / CERT |
| Hold a recognised teaching qualification (CertEd, PGCE or B Ed) | **✓** |  | AF / CERT |
| Minimum Level 2 literacy and numeracy qualifications & willingness to update skills | **✓** |  | AF / CERT |
| Hold or be willing to work towards a management qualification at Level 4 or above. | **✓** |  | AF / CERT |
| Relevant professional membership is desirable. |  | **✓** | AF / CERT |
| Accredited higher level management qualification e.g. ILM, CMI is desirable. |  | **✓** | AF / CERT |
| Experience |  |  |  |
| Recent and extensive in teaching. Instructing and training in the nuclear industry | **✓** |  | AF / IV |
| Recent relevant nuclear industry teaching experience with good or outstanding observation grades | **✓** |  | AF / IV |
| Experience in post 16 education/training including curriculum design, delivery, assessment and evaluation, and Higher Education accreditation and approval processes for nuclear courses. | **✓** |  | AF / IV |
| Specific recent experience of Higher Education in a nuclear context, including Foundation Degrees and Higher Apprenticeships, including design of programmes of learning. | **✓** |  | AF / IV |
| Experience of setting up and running teaching and training teams delivering training for the nuclear industry | **✓** |  | AF / IV |
| Wide experience of occupational needs in nuclear and supply chains. Dealing with specific learner and employer needs and have empathy with client group. | **✓** |  | AF / IV |
| Involvement in implementation of education and skills policy | **✓** |  | AF / IV |
| Management of staff & projects |  | **✓** | AF / IV |
| Recent experience within the teaching & learning observation process |  | **✓** | AF / IV |
| Experience of successful course management; curriculum and programme design; accreditation and validation processes; external validation and scrutiny |  | **✓** | AF / IV |
| Experience of FE and HE funding systems |  | **✓** | AF / IV |
| Involvement in seeking out new funding initiatives |  | **✓** | AF / IV |
| Developing new courses/initiatives; Products and services |  | **✓** | AF / IV |
| Teamwork & Personal Credibility |  |  |  |
| Act as a team player | **✓** |  | AF / AT / IV |
| Accept responsibility for personal activities within agreed parameters | **✓** |  | AF / AT / IV |
| Display a high standard of personal integrity | **✓** |  | AF / AT / IV |
| Demonstrate a good understanding of and positive commitment to organisational objectives | **✓** |  | AF / AT / IV |
| Communication |  |  |  |
| Strong interpersonal and communication skills with the ability to present analysis in an understandable and concise manner | **✓** |  | AT/ IV |
| Analytical & Decision Making Skills |  |  |  |
| Uses logic, analysis, experience and models to solve problems | **✓** |  | AT / IV |
| Organised and attentive to detail | **✓** |  | AT / IV |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand | **✓** |  | AT / IV |
| Able to demonstrate organised and analytical problem-solving skills with the tenacity to search out and explain relevant information |  | **✓** | AT / IV |
| Internal Customer Orientation |  |  |  |
| Demonstrates meeting expectations of internal customers, including students | **✓** |  | AT / IV |
| Develops relationships with internal customers and gains their respect | **✓** |  | IV |
| Treats internal customers fairly and in a non-discriminatory manner | **✓** |  | IV |
| Personal Effectiveness & Initiative Taking |  |  |  |
| Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output | **✓** |  | AT / IV |
| Ability to prioritise own work, multi-task and shift priorities | **✓** |  | AT / IV |
| Proactive in taking action to achieve goals | **✓** |  | AT / IV |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview