



JOB DESCRIPTION

JOB TITLE: Greater Birmingham & Solihull Institute of Technology Manager (Employer Engagement)

CONTRACT: Fixed term 4 years

LOCATION: Based at Blossomfield Campus until September 2021 thereafter, at Aston University Hub

AREA: Institute of Technology (GBS IoT)

REPORTS TO: Executive Director IoT

GRADE/SALARY: Salary up to £40,041 per annum

POST NO: MA095

CLOSING DATE: 1st November 2020

DBS: Enhanced Check Required

PURPOSE:

To support the Executive Director Employment & Skills & IoT in the coordination and management of all aspects of the Institute of Technology, ensuring that Department for Education priorities and targets are monitored and reported on.

To work with new and existing IoT registered employers and the business community to co-ordinate a broad partnership offer from pre-recruitment through training and wider workforce development.

To have working knowledge of local, regional and national funding and curriculum developments in relation to workforce development. To demonstrate an ability to support workforce development through the design and promotion of financially viable curriculum delivery models for Engineering & Manufacturing Employers.

To monitor the relationship between the IoT Registered Employers and IoT Education partners.

PRINCIPAL DUTIES:

1. To recruit and have management responsibility for the central IoT team.
2. To prepare for Department for Education Quarterly Performance Management Meeting coordinating process with delivery partners to ensure correct learners are

'tagged' on ILR or HESA report establishing performance against targets with commentary from partners

3. To support the Company Secretary in the organisation of regular board meetings coordinating with Chair and other Directors to ensure papers are appropriately prepared/collated.
4. To organise and coordinate regular partner meetings including Operations Group Meetings, curriculum meetings and Stakeholder Advisory Boards
5. To monitor and report on use of IoT CRM by all partners
6. To ensure that account management processes, using the IoT's CRM, are maximised to generate new and repeat workforce development.
7. To identify and make contact with new Engineering and Manufacturing businesses, identifying individual business needs.
8. To attend Employer Advisory Boards and support with organisation of IoT Business events.
9. To source services from within the IoT partners to meet employer or individual training needs.
10. To maintain and develop further the ongoing relationship with existing IoT registered employers, updating and meeting individual training needs as above.
11. To review customer feedback on a regular basis and identify additional workforce development opportunities.
12. To meet a range of performance related targets agreed with line manager and to participate in regular reviews of these targets.
13. To have a full understanding of budget, income targets and contribution.
14. To ensure that all decisions and actions are made at the appropriate level within the organisation.
15. To market services to customers that meets both individual needs and maximise income to the Institute of Technology partners.
16. To provide follow up and written, time limited proposals to customers.
17. To have and maintain current knowledge of national and local skills priorities and initiatives with a focus on engineering/manufacturing.
18. To actively promote and secure business in line with full range of IoT services including bespoke and scheduled courses, work-based activity, consultancy, curriculum programmes, apprentices, project- driven opportunities and other sources of potential income.
19. To work across IoT sectors to ensure current knowledge of the full IoT offer.

20. To keep full and up to date records of all contact with employers using IoT databases and systems.
21. To represent the IoT at external events, which may include occasional unsocial hours.
22. To establish self as IoT ambassador at relevant employer related networking events and positively promote IoT products and Services
23. To work to ensure continuous quality improvement and service excellence.
24. To adhere to policies, procedures and values of Solihull College & University Centre.
25. To undertake all mandatory training in a timely manner as required e.g. Safeguarding, Prevent.
26. To undertake necessary Health and Safety responsibilities, duties and training as required by this post.
27. To undertake any necessary Data Protection responsibilities, duties and training as required by the post.
28. Such other duties as required which are broadly consistent with the general functions and grading of this position.

EQUAL OPPORTUNITIES:

Solihull College & University Centre is committed to a comprehensive policy of Equal Opportunities. All employees are required to abide by this policy and ensure its compliance throughout the College.

SAFEGUARDING:

Solihull College & University Centre is committed to ensuring a safe environment for all students and expects all staff to engage fully with this commitment.

**SOLIHULL COLLEGE & UNIVERSITY CENTRE
PERSON SPECIFICATION**

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(Employer Engagement)

SALARY: Salary up to £40,041 per annum

POST NO: MA095

SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION / TRAINING	Relevant qualification at Level 4 or above or equivalent	Degree in business or Engineering discipline Project Management Qualification e.g. Prince2
RELEVANT EXPERIENCE	<p>Proven track record of successful sales in an FE and/or HE environment</p> <p>Proven track record of achieving growth in an FE and/or HE environment</p> <p>Proven track record of liaising effectively with external stakeholders</p> <p>Experience of working with employers to establish learning and development plans</p> <p>Experience of implementation of new initiatives from launch to delivery</p> <p>Experience of monitoring the quality of provision and reporting on success rates for delivery</p>	<p>Experience of liaising with Engineering training organisations and/or curriculum areas.</p> <p>Line Management Experience</p> <p>Experience of Project Management</p> <p>A successful track record in driving campaigns to influence the behaviour of external stakeholders / customers</p>
SKILLS / APTITUDES	Good evaluation, problem solving and analytical skills including managing budgets	

	<p>Good sales skills and ability to close a sale</p> <p>Able to analyse qualitative and quantitative data and reporting patterns and trends both to anticipate future needs and resourcing and to produce reports for different audiences with key management information.</p> <p>Able to develop and maintain effective networks with internal and external contacts that benefit all parties.</p> <p>Able to work effectively as part of a team</p> <p>Able to achieve good levels of client satisfaction and repeat business</p> <p>Must be adept in use of MS Office 2000 or later, particularly Excel and Word, and ideally CRM systems</p> <p>Willingness to adapt and respond to the changing and varied needs of clients and of the Greater Birmingham & Solihull Institute of Technology</p>	
<p>OTHER REQUIREMENTS</p>	<p>Able to undertake some occasional work in the evenings and at weekends</p> <p>Strong commitment to Equal Opportunities</p> <p>A commitment to the Safeguarding of Young People and Vulnerable Adults and an awareness of the Government 'Prevent' strategy</p>	<p>Able and willing to travel to locations across the West Midlands</p>