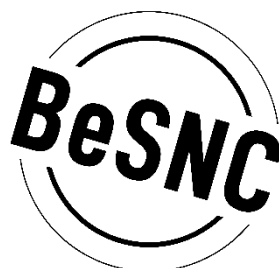




Business Training and Commercial Manager

JOB DESCRIPTION

Directorate of Business Development and Major Projects



ADVERTISEMENT

Business Training and Commercial Manager

37 hours per week, 52 weeks a year

Within the range of £41,808 to £48,093 per annum

This is an exciting and dynamic role for the right person, delivering a growing and highly responsive programme of business training in the context of major infrastructure developments, including Sizewell C and Freeport East. You will be joining a friendly team, keen to support you to flourish in your role.

As our Business Training and Commercial Manager your headline responsibilities are to –

- Lead the ongoing development of our Business Training programme, working with the Department Director, internal curriculum colleagues, Industry Partners and other stakeholders to grow the programme to meet the needs of businesses. There will be a particular immediate focus on the establishment of the recently approved Internet Test Centre, the forthcoming HGV/ PCV Driver Training facility as part of our Global Business Academy, and training which meets the needs of the Sizewell C project.
- Lead the ongoing delivery of business training, building the good reputation of the programme with high quality delivery which provides an excellent learner experience.
- Manage the programme on a strong commercial basis, generating income to agreed annual targets, and managing provision flexibly, adapting swiftly to changing demand.

The ideal candidate will have skills in managing technical and vocational training and a commercial approach, will be confident in engaging with stakeholders and have excellent communication skills. You must also be highly organised and a good team player. You will keep the learner experience at the centre of everything you do.

Suffolk New College is a multi-campus college, therefore you may be required to work at and travel between campuses. This role will be split mainly between the Suffolk Rural and Ipswich campuses, with significant work over time at Suffolk New College on the Coast in Leiston as our links with the Sizewell C project develop.

Due to the nature of this role access to personal transport is essential. If using your own vehicle, it is a requirement for your car insurance to cover business use and evidence of this will be requested by finance before any travel claims are paid.

At Suffolk New College, we promote the culture of BeSNC. Implementing BeSNC is not just a choice; it's a commitment to providing the best possible environment for our learners to thrive. It's a commitment to nurturing an inclusive and supportive community where each student, staff and community member can reach their full potential.

Closing date: Thursday 24th April 2025 at 12:00 Midnight

Interview date: Friday 9th May 2025

This College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria. All appointments are subject to Disclosure & Barring Service (DBS) check.

We do not recognise any agencies or search agencies acting on our behalf unless they have been officially engaged. Applicants should apply to us directly and not be persuaded to go via an agency.

The college will not recognise any agency fees for recruitment activities unless an active engagement linked to a specific

role has been agreed.

The college will not pay fees associated with CVs or applicants who are sent to the college via agencies on a speculative basis or in response to college adverts.

Agencies should refrain from sending CVs to anyone working for the college on a speculative basis. The college will make approaches to agencies via our HR team if we feel that we need assistance with a post.

Directorate of Business Development and Major Projects

Suffolk New College is a multi-campus Ofsted Good Provider. Our campuses provide a broad range of technical and vocational curriculum at our main campus in Ipswich, at Suffolk Rural (Otley) and On the Coast (Leiston and Halesworth). The College actively develops its facilities to provide aspirational modern working and study environments, and a rich curriculum with embedded employer engagement and an outstanding work experience programme.

The Directorate leads on Business Development for Suffolk New College. This includes the development and delivery of industry short courses and leisure learning for adults. The Directorate coordinates the generation of new employer engagements for apprenticeships, training and other College provision, and manages the College CRM to log and effectively manage employer engagement. Team members also get involved in major regional business development opportunities such as the potential arising from the proposed Sizewell C development and Freeport East. A passion for making a difference to learners, businesses and communities through project work and high quality training is at the heart of the Directorate's role.

This Directorate also liaises with teams across the College to develop, bid for, and manage successful projects. With a growing programme of capital and revenue projects underway, and a pipeline of initiatives planned, the team is agile and responsive to new initiatives. Major projects underway in 2025-26 include the lead role in a major regional strategic Local Skills Improvement Fund partnership running from autumn 2023 to spring 2025, the lead role in the Freeport East Skills Escalator project and the lead role in Thrive: Suffolk Skills and Employment Service.

JOB DESCRIPTION

Business Training and Commercial Manager

Summary of Benefits, and Terms and Conditions

Location:	Suffolk New College*
Salary:	Within the range of £41,808 to £48,093 per annum
Salary Scale:	Business Support Management Spine points 7 to 12
Contract status:	Permanent
Hours of work:	37 hours per week, 52 weeks a year
Pension:	Career average pension scheme in which employees contribute between 5.5% and 12.5% of salary
Holiday:	20 days per annum rising one day per year worked to a maximum of 25 days per annum, plus Bank Holidays and a minimum of 3 additional Christmas closure days depending on when the bank holidays fall
Reporting to:	Director of Business Development and Major Projects

*Suffolk New College is a multi-campus college, therefore you may be required to work at and travel between campuses. This role will be split mainly between the Suffolk Rural and Ipswich campuses, with significant work over time at Suffolk New College on the Coast in Leiston as our links with the SZC project develop.

JOB PURPOSE

As Business Training and Commercial Manager in a growing Directorate with a project-focused and collaborative approach, your main focus will be on building a responsive, relevant, high quality and commercially driven business training programme for the College. This will involve external funding and partnerships, as well as a detailed approach to managing a quality programme. The role also includes the management of community and leisure learning for adults.

As well as managing our existing programme of short courses and community learning provision, you will fully establish delivery at the recently approved CITB Internet Test Centre, develop and launch provision at the planned Logistics Academy for HGV and PSV driving, as well as developing provision for the new Business Training Centre. These facilities are all at Suffolk Rural, our campus just north of Ipswich, which will be a key base for the role. You will also be a member of the team working with Sizewell C to develop and deliver training which supports the regional skills need arising from that project.

MAIN DUTIES AND RESPONSIBILITIES

- Lead the ongoing development of our Business Training programme, working with the Department Director, internal curriculum colleagues, Industry Partners and other stakeholders to grow the programme to meet the needs of businesses. There will be a particular immediate focus on the establishment of the recently approved Internet Test Centre, the forthcoming Logistics Academy, and training which meets the needs of the Sizewell C project.

- Lead the ongoing delivery of business training, building the good reputation of the programme with high quality delivery which provides an excellent learner experience, and ensuring compliance with all relevant regulation.
- Manage the programme on a strong commercial basis, generating income to agreed annual targets, and managing provision flexibly, adapting swiftly to changing demand.
- Build strong working relationships with key training providers and employer partners and carry out effective market analysis work for our training offer.
- Manage the Skills for Business Coach delivering the College's ePass+ soft skills programme and liaise with other colleagues working with businesses to build a picture of regional training needs and demand, brokering bespoke training where appropriate.
- Support the design and delivery of externally funded projects which have a business training outcome, including Skills Bootcamps.
- To identify and create opportunities to diversify income streams and to maximise bids, tenders and sponsorship accordingly.
- To manage, inspire and motivate staff including undertaking recruitment, performance reviews, setting targets and taking action as required
- Undertake regular analysis of information from customers on their experience with the team and College and use this to make positive adjustments.
- To undertake self-assessment reporting and quality improvement planning as well as actively contributing to the College self-assessment review process.
- To attend and lead internal and external events which promote and represent the College, maintaining strong links with colleagues, employers, education providers, governors, Industry Partners and the local community, including evenings and weekends when required.
- To comply with Health and Safety regulations and implement these effectively throughout all aspects of the role, including responsibility for the co-ordination and production of risk assessments for delegated areas, in consultation with the Director.
- To take a pro-active approach and responsibility for the well-being and safeguarding of all students.
- Any other duties and training as may be required by management, which fall reasonably within the competence and level of job role.

PERSON SPECIFICATION

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Good standard of education including Maths and English to Level 2 (GCSE C or 4 grade) • A relevant Degree (or equivalent) • A driving licence with access to a vehicle or other method of transport* 	<ul style="list-style-type: none"> • Management qualification
Knowledge & Experience	<ul style="list-style-type: none"> • Relevant professional industry experience with a good track record of achieving targets. • Competent in IT to manage all aspects of delivery. • Experience of networking and building positive working relationships, working collaboratively with employers and external agencies. • Experience of working in an income generating role • Experience of analysing information to create clear and concise reports against deadline. • Management of high performing teams 	<ul style="list-style-type: none"> • Experience of working in Further Education. • Experience of managing technical training in a construction and/or logistics context.
Skills	<ul style="list-style-type: none"> • Ability to lead, motivate and manage the work of staff and delivery partners. • Ability to work under pressure and to deadlines. • Strong planning, organisational and time management skills • Excellent attention to detail and accuracy • The ability to effectively communication, establish and maintain positive working relationships with a wide range of people both internally and externally of the college. • Teamwork and a commitment to sharing and promoting best practice • The ability to work and respond flexibly to changing requirements and meet the needs of the service, however these may be caused. • Report writing and data analysis to inform, justify and drive change and deliver positive outcomes 	
Qualities & Attributes	<ul style="list-style-type: none"> • Strategic vision accompanied by operational know how • Motivational, inspirational and innovative • Learner-focused approach • Effective decision-making • Pro-active and solution focused approach to problem solving • Self-awareness and reflective thinking • Calm under pressure with a resilient approach • Diplomacy, tact and integrity and with due regard for confidentiality 	
Attitude	<ul style="list-style-type: none"> • Embeds and promotes equality, diversity and respect through all aspects of the role • Pro-active commitment towards safeguarding and promoting the welfare of young people • Positive and can do attitude towards work • Actively participates in continued professional development • Flexible approach to meet changing needs 	

* Due to the nature of this role access to personal transport is essential. If using your own vehicle, it

is a requirement for your car insurance to cover business use and evidence of this will be requested by finance before any travel claims are paid.

EQUALITY & DIVERSITY

All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or maternity leave, sexual orientation, transgender, disability, age, ethnicity, religion or belief. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list to all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria.

CRIMINAL CONVICTIONS

Suffolk New College is committed to the Code of Practice of the Disclosure and Barring Service and can make a copy of the Code available upon request. Suffolk New College welcomes applications from a diverse range of candidates. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to any offence(s). Any post which involves direct contact with persons under the age of 18 or with vulnerable adults is exempt under the Rehabilitation of Offenders Act 1974 and applicants are required to disclose spent convictions. Appointments will be subject to a Disclosure check by the DBS.

BUSINESS SUPPORT MANAGEMENT SPINE POINT 7 TO 12

	£ per annum
7	£41,808
8	£43,086
9	£44,361
10	£45,627
11	£46,797
12	£48,093