

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: MCA Hub Co-ordinator	Grade: SO1 (£28,452 - £34,479)
Team: South London Partnership	Directorate: Chief Executive's Group
Reporting to: MCA Hub Manager	Contract Type: Fixed: March 2021 to June 2022

Background

The construction sector is of vital importance to the South London economy. It currently represents 5% of the local workforce. The sector has an average annual employment growth rate of 11% (2015-2018) which is by far the largest growth rate of all industry groups in South London.

The Mayor's Construction Academy (MCA) will support delivery of housing and other development through brokering training and support to meet the workforce needs of developers and their supply chain(s).

The MCA Hub will also strengthen the pathways for residents into sustainable jobs in construction through training and access to jobs on developments in local areas, with a particular focus on increasing opportunities for priority groups and improving diversity (women and BAME) in construction.

Operating across the six boroughs of Croydon, Sutton, Merton, Kingston, Richmond and Wandsworth, the South London Partnership aims to deliver a Mayor's Construction Academy (MCA) which will train South London residents to gain the skills they needed to access construction sector vacancies.

Covid-19 and Construction

The Covid-19 pandemic continues to impact all sectors, and construction is no exception. Whilst many sites have remained open throughout the lockdown period, their operation has had to adapt and change, to incorporate new social distancing guidelines. This, with challenges with the supply chain, has led to a temporary reduction in the workforce, as staff have been furloughed or made redundant. Although it has clearly been a challenging time for the sector, evidence suggests that construction activity is increasing, job vacancies increasing in south London.

Across the south London, we have seen sites slowly starting to mobilising and increase productivity. There have been some assurances given that pipeline developments are pressing a head, with a commitment from some major future development, across the patch. Training and Skills providers have also had to change and adapt delivery models, moving much of their provision online, where possible. To facilitate social distancing requirements in the academic

year of 2020/21, providers will continue to deliver a blended model of learning, in the classroom and remotely.

Job purpose

This new role is responsible for developing, brokering and maintaining strong relationships between developers, boroughs and training providers, to support residents gain skills needed to work in the construction industry.

The South London Partnership are looking for a Hub Co-ordinator, with experience of working within the construction skills industry, to identify potential employment, work experience, apprenticeship and traineeship opportunities in the construction industry and to ensure that the future workforce have the skills required to access construction jobs.

The postholder will be responsible for:

1. Building strong working relationships with developers, construction companies and borough planning officers and identifying future job opportunities and develop regular skills forecasts for construction in the MCA Hub area
2. Strengthening links with training providers to help shape construction skills provision and help to create a coordinated construction training offer and clear pathways to employment for residents
3. Building excellent working relationships with key stakeholders (e.g. other London boroughs, MCA Hubs, Job Centre Plus, and referral agencies) in order to achieve programme ambitions

Specific responsibilities:

The Hub Co-ordinator will be responsible for:

- liaising with local developers, construction businesses and job brokerage services to identify job vacancies, apprenticeships, traineeships or work experience placements in construction, and match employer requirements to potential candidates
- preparing regular reports for the MCA Hub Manager on the Hub performance, in accordance with the Greater London Authority (GLA) funding agreement
- Working with the Hub Engagement and Inclusion Officer to meet programme outputs and support in gathering data and produce monthly data reports, to fulfil the requirements of the GLA Funding Agreement
- maintaining a good knowledge of current construction training opportunities, as well as advice and guidance, CV preparation, job readiness preparation and personal development courses
- understanding and building local intelligence on the pipeline developments and inform providers of the skills forecast, so providers can prepare suitable training opportunities

- support to develop and effectively deliver projects and programmes that assist people into employment in construction, promoting programmes that ensure an integrated and co-ordinated approach to meeting current and future skills needs of businesses and improve access for local residents in existing and future employment opportunities.
- working with the Inclusion and Engagement officer to promote the breadth of opportunities in construction across a wide range of communities
- identifying gaps in the construction skills provision and supporting the MCA Hub Manager to develop and/or commission specific training opportunities with training provider partners
- completing training needs analysis with developers, construction companies and contractors to identify the training need and upskilling opportunities for existing employees
- Identify and represent the MCA Hub at relevant pan London and local events, both virtually and in person, as appropriate
- Ensure that the MCA Hub integrates with and links to existing employment support programmes which includes and is not limited to Work and Health Programme, Job Entry Targeted Support programme, Kickstart programme

Person Specification Requirements	Essential/ Desired	Assessed by A & I/T/C
Knowledge		
Knowledge of construction related professions and the qualifications needed to work in those professions.	E	
Knowledge of levels of academic attainment and academic progression pathways for learners in construction	E	
Knowledge and understanding of the role of employers in understanding the issues facing new recruits when entering the labour market after a period of unemployment.	E	
Experience		
Successful experience of developing sustainable and effective partnerships with businesses, training providers and other public and private sector organisations	E	
Experience of developing, maintaining and updating information databases	E	
Experience of business development with the ability to identifying new opportunities with developers, construction companies and education providers	E	
Experience of working with training providers, to identify training opportunities and developing training courses	E	

Experience of working with employers to identify and respond to skills challenges and to identify their recruitment needs, negotiate training & employment opportunities and develop programmes to encourage employment sustainability.	E	
Skills		
Effective project co-ordination skills which ensure you can manage multiple projects with multiple deadlines	E	
Exceptional interpersonal and relationship management skills, a skilled influencer and negotiator, able to achieve outcomes through positive partnership working	E	
Excellent written and verbal communication skills, in a wide variety of contexts and at different levels	E	
A proactive outlook with an ability to prioritise and schedule effectively to manage a dynamic workload and meet internal and external deadlines to balance competing priorities	E	
Creative thinking and problem solving including the ability to improve services, develop new ways of working, and find appropriate solutions to complex issues	E	
Qualifications		
Educated to degree level or equivalent relevant professional qualification or experience which demonstrates the ability to work across multiple organisations within the construction industry and developing strong partnerships and connecting people, businesses and communities	E	
Other		
Willingness to travel across sites and work flexibly as required	E	

A - Application, I - Interview, T - Test; C - Certificate

Mayor's Construction Academy

In his manifesto, the Mayor pledged to establish a construction academy scheme with the housebuilding industry to close the gap between our ambitious housing targets and the need for more skilled construction workers in London.

The Mayor's Construction Academy (MCA) for London was created to ensure that training providers and employers are working together as effectively as possible to design and deliver approaches to construction training which meet the needs of employers and learners. The development and delivery of the MCA has been shaped by senior stakeholders representing the construction industry, skills providers, and local government, overseen by the Mayor's Homes for Londoners and Skills for Londoners boards. These boards will continue to oversee the programme as it progresses through delivery.

In addition to closing the gap between our ambitious housing targets and the need for more skilled construction workers in London, the MCA programme aims to:

improve the supply of skilled construction workers required by the sector and thereby create more opportunities for all Londoners to benefit from the available work opportunities in the construction industry;

- scale up and extend initiatives that are already working well across the capital to train Londoners in the skills they need to enter into and progress in careers in the construction sector;
- intensify local engagement, particularly between SMEs and construction skills training providers; and,
- support the development of training provision for the construction of precision-manufactured housing in London.

To deliver this, the MCA programme is comprised of three work streams:

1. MCA Quality Mark: which identifies high-quality construction training provision. There are now 24 skills providers that have been awarded the quality mark following applications in 2018 and 2019;
2. MCA Hubs: up to £3million revenue across two funding rounds to establish local MCA Hubs which aim to strengthen relationships and improve coordination between Mayor's Construction Academy (MCA) - Hub Status and Funding Opportunity skills providers and construction employers, with a specific focus on housing development; and
3. MCA Capital Funding: £7.2 million capital funding programme for quality-marked providers to ensure that equipment and facilities increase capacity and keep pace with changing technology.

This post will be supporting workstream 2, establishing a local MCA Hub which will operate across the 6 boroughs of Croydon, Kingston, Merton, Richmond, Sutton & Wandsworth