

# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Construction Skills Fund Training Co-ordinator	<b>Grade:</b> P02
<b>Section:</b> Economic Development Office	<b>Directorate:</b> Chief Executive’s Group
<b>Responsible to following manager:</b> Construction Skills Fund Project Manager	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> RWRCSF2 Fixed term until June 2020	<b>Last review date:</b> December 2018

### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

- To oversee candidate recruitment, caseload management and scheduling of training courses for the Construction Gateway project by liaising with training providers, referral partners, employers and others so that project targets are successfully delivered
- Work with Work Match colleagues and other referral partners to recruit learners first from target boroughs and then throughout London as required and create a bespoke training plan for each individual learner, in line with targets

- To work closely with key agencies, training providers, local colleges, Jobcentre Plus and other local stakeholders throughout Wandsworth and other London Boroughs to support delivery of the project

### **Specific Duties and Responsibilities**

1. Working with training providers to develop and coordinate construction training programmes in line with training requirements set out in the Construction Skills Fund training programme at Battersea Power Station and other training sites
2. Scheduling the training provision at the training site(s) – and ensuring the required training providers have the timetable for the training to be delivered, and appropriate resources, equipment and materials
3. Recruit a large number of learners to the programme in line with project targets, with a focus on attracting people who are new to the construction industry, targeting specific groups to encourage diversity in the construction workforce
4. Work closely with Work Match colleagues and Construction Managers at Battersea Power Station to provide work experience and job opportunities for learners
5. Ensure that all project activity is recorded through individual training plans for those passing through the project
6. Ensure that all targets set are monitored, validated and reported to senior management teams
7. Supporting the Project Manager to widely distribute publicity materials to attract learners to the programme
8. Co-ordinate and develop links with public, private and voluntary sector referral partners and statutory agencies, e.g. Job Centre Plus, charities, to recruit suitable learners to the project
9. Be responsible for the smooth running of all procured / commissioned training, taking accountability for the monitoring of delivery partners work on behalf of the council
10. You will be required to work on a Saturday morning on a bi-monthly basis to coordinate specific training on site
11. To undertake any other duties as directed commensurate with the grading of the post.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

## Person Specification

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<b>Section:</b> Economic Development Office	<b>Directorate:</b> Chief Executive's Group
<b>Responsible to following manager:</b> Construction Skills Fund Project Manager	<b>Responsible for following staff:</b> N/A
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### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements (E – Essential, D – Desirable)	Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>	
An understanding of skills gaps in the construction industry across London, with an ability to identify opportunities for training that is responsive to business needs in the construction industry	A, I,T
A demonstrable knowledge of training requirements within the construction industry, with the ability to design bespoke training packages for learners	A, I
<b>Experience</b>	

Experience in the delivery of skills training, designing bespoke training plans for learners, preferably within the construction industry	<b>A, I</b>
Experience of recruiting large numbers of learners in line with contract requirements, managing caseload, overseeing individual training plans and monitoring progress	<b>A, I</b>
Experience of liaising with contractors to place learners into jobs within the construction industry	<b>A, I</b>
Experience of using Microsoft IT systems and software and of using IT database and client management systems to undertake duties including performance monitoring, data retrieval, collation and analysis	<b>A, I</b>
<b>Skills</b>	
An ability to develop effective, collaborative partnerships with training providers, referral partners, construction employers and other relevant stakeholders	<b>A</b>
Able to oversee activities through effective prioritising, organising, planning and scheduling of activities and resources.	<b>A, I</b>
Excellent communication and numerical skills	<b>A,I, T</b>
<b>Qualifications</b>	
<b>Other Factors.</b>	
Commitment to undertaking some out of hours work – sometimes at short notice, evenings and occasional weekend work.	<b>A</b>
Able to demonstrate an understanding of the principles of Equal Opportunities and how this would apply to dealings with work colleagues and with the public	<b>A</b>

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**