

JOB DESCRIPTION

POST TITLE:	Employer Responsive Manager
POST NO:	
GRADE:	MA1 £36,022 - £38,044 [management contract]
REPORTING TO:	Head of School
PRINCIPAL RELATIONSHIPS:	<ul style="list-style-type: none">• Head of School• Business Development Unit• Assessors/IVs and employers

Purpose of the Post:

- To maximise opportunities for employer engagement and income generating activity within the appropriate curriculum area/s to achieve and exceed income generation targets
- To encourage and embed a commercially responsive culture within the School
- To lead and manage the tracking and monitoring of learners and candidates and the CRM system
- To lead and manage assessing staff and self employed assessors

Duties and responsibilities:

1. Provide leadership and management with the Head of School for the development and delivery of employer responsive, employer engagement and other alternative income generating provision to achieve income and quality targets
2. With the Head of School, develop awareness and ownership of employer responsive and income generating work
3. Liaise effectively with employers, partners, Business Development Unit and other key relationships to ensure that a responsive and efficient service is provided.
4. Manage permanent and self employed assessors and their caseloads.
5. Ensure regular maintenance of records and accuracy of student and school data through the use of centralised College data sets.
6. Lead the development of the CRM system for the area
7. Lead the internal quality assurance processes including IV as appropriate and ensure staff are familiar with requirements
8. Undertake a training/ assessing load within the areas of vocational competency
9. To act as the lead person for self assessment and quality improvement for programmes within the remit area and to contribute to the self assessment of School
10. Implement the College ILT strategy within the designated area to support the efficient and flexible delivery and monitoring of the curriculum.
11. Work flexibly to meet the needs of employers and other customers.

All staff will be expected to:

- Work towards the continuing success of Hackney Community College.
- Travel to other College sites across the Borough in line with requirements of the service.
- Contribute to and undertake Continuing Professional Development
- Work to ensure implementation of the College's policies and procedures, including those for implementing equality of opportunity

In order to respond to the College's Strategic Objectives, and maintain flexibility, this job description will be regularly reviewed.

PERSON SPECIFICATION

Employer Responsive Manager

The appointments panel will seek evidence of the criteria below through the supporting statement of the application form. You should address all the criteria on your supporting statement, providing examples of your work experience. The panel will invite for interview candidates who in their opinion meets all of the criteria.

Experience & Qualifications:

1. Relevant vocational qualification at minimum Level 3 and key/functional skills at level 2 or willingness to achieve these qualifications(E)
2. A1 or D32/33 or willingness to achieve the qualification within 3 months of taking up post (E)
3. V1 or D34 qualification (D)
4. PTTLS or other initial teaching qualification or willingness to achieve this on appointment (E)
5. Recent industrial experience and occupational competence (E)
6. Experience of developing formal working links with employers and external bodies in the industry both within the private and public sectors. (E)

Knowledge Skills & Abilities:

7. Experience of development and delivery of accredited and non-accredited employer responsive and other income generating provision (E)
8. Understanding of a Customer Relationship Management system and experience of development and maintenance of positive working relationships with employers and partners(E)
9. Good knowledge of employer responsive and alternative income generating opportunities and requirements(E)
10. Excellent organisational skills and ability to deliver to deadlines.(E)
11. Experience of managing a team of assessors ensuring effective caseload management and student monitoring (E)
12. Good communication skills and ability to work flexibly as part of a team with a commitment to providing quality service. (E)

Equal Opportunities:

13. A commitment to Equality and Diversity concerning the post both within the College and when working with external partners. (E)