

JOB DESCRIPTION

**POST: BUSINESS ENGAGEMENT MANAGER –
CONSTRUCTION & BUILT ENVIRONMENT**

RESPONSIBLE TO: VICE PRINCIPAL – TEACHING, LEARNING & QUALITY

RESPONSIBLE FOR: BUSINESS ENGAGEMENT CO-ORDINATOR

Main purpose of post:

The role will be pivotal in ensuring the successful delivery of the business engagement with SMEs working directly with construction / built environment / associated employers on a sectoral basis to provide the right individual skills solutions for businesses within the Leeds City Region. The role will target the construction / built environment / associated sectors to promote the offer, stimulate demand, engage businesses and ensure the skills offer meets the business needs.

A key success of this position would see all employers poised for growth within the City Region accessing specialist sector knowledge to ensure the right mix of training is delivered to employers and their workforce.

Responsibilities:

1. To support the development of the full employer journey ensuring all eligible businesses receive a high quality Skills service.
2. To proactively target eligible businesses for Training Needs Analysis by proactive engagement within specific sectors & districts.
3. To work effectively with stakeholders and intermediaries to ensure the co-delivery of complimentary business support services via the LEP Business Growth Service & the Skills Service.
4. To support the development & on-going review of the product and pricing of the offer guaranteeing commercially viable and that it meets market demand.
5. To identify eligible businesses within the LEP priority sectors who are poised for growth.
6. To identify sector specific training needs that supports economic growth amongst SMEs in the City Region.
7. To complete effective & informative skills plans with eligible SMEs in the City Region.
8. To support employers in the application for investment towards training.

9. To work collaboratively with intermediaries including Sector Skills Councils (SSC) and Nationals Skills Academies (NSA) to design specific bespoke skill solutions not currently in existence.
10. To work collaboratively with the SSC & NSA to ensure the right offer is delivered to employers that meet industry standards.
11. To broker solutions including referrals.
12. To package skills solutions and support businesses in their completion and submission of applications for funding to appraisal panel.
13. To be aware of and abide by the College health and safety procedure and associated policies.
14. To proactively implement the Group's policies and procedures.
15. To undertake any other relevant duties as may reasonably be requested by the Vice Principal.

This post is part funded by the European Social Fund.

This job description will be reviewed annually as part of a process of performance review.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment.

Date: June 2019	Issue: 1	Ref: Job Desc/Business Engagement Manager
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PERSONNEL SPECIFICATION

POST: BUSINESS ENGAGEMENT MANAGER – CONSTRUCTION & BUILT ENVIRONMENT

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant experience / proven track record in business engagement Experience of working with a range of clients such as employers & key stakeholders Experience of working in the Construction, Built Environment or associated sectors	Experience in educational organisations	Application Form Interview
EDUCATION & TRAINING	Educated to degree level or equivalent		Application Form Proof of Certificates at Interview
SPECIALIST KNOWLEDGE AND SKILLS	Knowledge of the Construction Industry and working with employers Excellent communication & presentation skills Effective negotiation skills ability to proactively target employers/ organisations to ensure successful business engagement Effective organisational / administration skills Excellent IT skills in use of spreadsheets, email, internet etc. Ability to identify training needs and support plans to address needs. Excellent problem solver Ability to work collaboratively with a wide range of employers and organisations.		Interview Application Form
ADDITIONAL FACTORS	Full driving licence and use of own vehicle Enthusiastic and intrinsically motivated Flexibility to work across all College sites Commitment to customer care The College is committed to Equality & Diversity, safeguarding children, young people and vulnerable adults and expects all staff to share that commitment		Proof of driving licence at interview Interview

Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.