**The team**

At Vision Business everything we do is focused on finding ways to wow and create great experiences that make for happy clients. We work hard to truly recognise what matters to our clients and to make them feel uniquely valued and appreciated.

Our team members are professionals that take ownership and accountability for their influence and impact on our clients and who steer their behaviours by principle and positivity. We are very proud of every individual within our team that makes this delivery of specialist services possible. If this describes you, we would love for you to apply to join our exciting team.

**Our focus**

The main focus of Vision Business is to deliver high impact consultative solutions that exceed the expectations of businesses and individuals who engage with us. Apprenticeship delivery is at the heart of what we do and we make a substantial contribution to the Government’s apprenticeship strategy, we are a market leader in our field and everything we do is about maintaining and strengthening our position.

**Job title: Project Manager (Apprenticeships and Development Team)**

**Aims and purpose of the job**

Our project managers will quickly get our levy offer off the ground from the moment a contract comes in to ensure delivery timescales are met. They will work in a quick and efficient manner to ensure everything is in place ready to start delivery.

They are pivotal to the success of our levy contracts to ensure the correct staff and resources are planned appropriately and we are constantly meeting the needs of our clients. Our levy services must be responsive and adaptive to ensure we are constantly meeting the needs of our clients.

**Specific accountabilities**

You will work with bids and tender co-ordinator and our business partners to identify potential levy employers and put a provisional plan in place.

Your plans will include the staffing resources required including, account managers, business support staff, compliance and quality staff and delivery staff.

Your plans will include the resources required to carry out the project which could include learning materials, classroom facilities, e-portfolio systems and accommodation if necessary.

You will work closely with the apprenticeship development manager who will bespoke the delivery programmes for each levy employer.

You will liaise with key teams such as the specialist delivery teams, wrap team, pre-service team, compliance team and quality teams to ensure everything is in place to start delivering as per the employer’s requirements.

You will liaise closely with the allocated account manager and ensure effective handover on the employer’s delivery start date.

You are part of a great team and as such will be expected to participate in events and promotions where the team requires representation, some of these will be outside of your normal working hours.

There will be some admin work created as a natural part of your role and you will be required to do this which will include providing information to college wide systems and processes.

**Accountabilities as part of our team**

We are a people focused business, as such the way you behave and present yourself will be a reflection on us and we want you to take ownership of making sure that your contribution to our reputation and to your own personal professional reputation is always a positive one.

Being privy to confidential or sensitive information may be a natural part of your job role and as such we expect you to treat this with the upmost professionalism.

We will advocate you in this role as the expert, you are accountable for making sure you live up to this reputation by taking accountability for making sure you keep you knowledge, expertise, experience and professionalism current and up to date.

**Other Responsibilities**

To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and procedures and attend training as requested.

To apply the college’s own safeguarding policy and practices and attend training as requested.

To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.

To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.

To present and promote an appropriate public image in representing the college.

To undertake any other duties as may reasonably be required commensurate with the post.

**Role Competencies**



**Senior Managers Competencies**

*Please note: Essential (E) Desirable (D)*

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| **Technical Expertise** |
| **Knowledge** | **Skills** | **Experience** |
| Current and up to date knowledge of Apprenticeship framework and standards (E)Understands and complies with appropriate statutory requirements aligned to differing sector skills (E)Understands the needs of employers to deliver within agreed timescales. (E)Project Management qualifications at level 4 (E)Holds a minimum level 2 or equivalent in maths and English (E) | Literate and numerate (E)Demonstrates experience of main skills relevant to role (E)Ensures the service offer thoroughly considers client / contractual / business needs (E)Ensures adherence to legal, regulatory and security requirements in service delivery (E)Takes ownership of problems in own area of responsibility (E)Communicates in a way that meets and anticipates requirements and gives a favourable impression of the team / department (E)Maintains effective performance in difficult and challenging circumstances-(E) | Demonstrable track record in areas of expertise (D)Has sufficient industry / sector / job role/ expertise and experience to be seen as expert in area of responsibility (D)Recognises when deliverables / services are not being delivered to the required level and takes appropriate action (E)Works confidently with performance / financial / delivery / data / information to manage and monitor outcomes (E) Works collaboratively with clients / colleagues / influencers / to deliver service expectations (E)Develops, implements, maintains and reviews systems / processes / service standards to ensure efficiencies (E)Delivers expected outcomes on time and to standard (E)Maintains consistent performance (E) |
| **Behaviours** |
| **Personal**  | **Teamwork** |  |
| Management of selfOwnership of own professionalismActive listening Effective communicationInfluencingDisciplinedPersonal integrityReacts constructively to developmental feedback and makes changes as a resultConstructive in raising issues with managers that have an impact on serviceListens actively and adjusts own behaviour in a helpful mannerExpresses negative feelings constructivelyPuts aside preconceptions when considering new ideasIdentifies how own area of accountability supports the department / organisationCommunicates with conviction and clarityTakes initiative to improve own performance | Acknowledge contribution of self and others to overall team resultsWork collaboratively with othersCommitment to team and group objectivesUnderstand the needs and goals of othersEnsures team activities are aligned to department prioritiesProvides constructive challenge on proposals that will affect own areaOpen and inviting of the views of othersProactively contributes to the work of the whole teamEncourages and values team input. |  |
| **Thinking** |
| **Analysis and Decision Making** | **Change, Creativity and Innovation** | **Business Perspective** |
| Gather and analyse information and data appropriate to roleMake accurate and effective decisionsTake accountability for decisionsSoundly analyses information/dataRecognises causes and consequences of actionsPlans ahead and reassess workloads and priorities to respond to demandAnticipates and thinks ahead about next stepsEvaluates and analyses data from various sources to identify pros / cons / risks in order to make well considered decisionsMakes difficult decisions by weighing the complexities involved against the need to act | Demonstrate openness to change and new ideasGenerate creative solutions to work situationsContribute to change with minimum disruptionPrepares for and responds appropriately to the range of possible effects that change may have on own / team roleIdentifies, resolves or escalates the positive and negative effects that change may have on own role / teamLearns new procedures / processes / working practices / technologies and helps colleagues to do the sameResponds effectively to emergencies | Understand the purpose of own role and contribution to the teamUnderstand our offer.Protection of the brand and reputation of the organisation.Keep up to date with industry knowledgeAttention to detailPresents departments priorities and how they relate to own area of workSets and achieves challenging goals and monitors quality within area of responsibilityMaintains a strong focus on business priorities and swiftly responds to changing requirements |
| **Setting the Pace** |
| **Achievement Focus** | **Planning and Organising** | **Influencing** |
| Consistently focus on client interactions and experienceContinually performs to achieve goals and meet expectationsTakes every opportunity to learn from experience in order to improve performanceSeizes opportunities to demonstrate success in roleContributes to improve work methods, outcomes and performanceGenerates results by acting in a focused wayIdentifies adjustments in own area of responsibility and sets priorities accordinglyEngages in action at the right time to achieve results | Established a course of action to ensure role is effectively directedAnticipates having to adapt work methods to changes in environmentGathers information from a range of sources inside and outside thee department to inform own workUnderstands what is required of job role and how it contributes to departmental priorities | Listen with the intent to understand not replySecure the support of others to achieve effortsAdapts to new ideas and initiatives relevant to own area of workPersuades by using concrete examples to make a pointNegotiates in a constructive manner |

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| **Qualities/Approach linked to college values** |
| **Safeguarding** | **Equality and Diversity** | **Health and Safety**  |
| Demonstrate a commitment to safeguarding and promoting learner welfare | Demonstrate a positive approach to equality and diversity and customer service | Demonstrate an ability to take responsibility for own and others Health and Safety at work |

**Position within the college**

The post-holder will be part of the Vision Business Apprenticeships and Development Team and will report to the Head of Apprenticeships and Development.

**Terms & conditions**

1. The post is offered on a Vision Business Support Services Contract and is subject to those terms and conditions.
2. The salary will be within the VBSS Specialist 1 Scale, £26,129 per annum.
3. You will be required to work 37hours per week on a flexible basis.
4. You will be entitled to 25 daysleave (plus bank holidays).
5. Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
6. The post holder may be located at any West Nottinghamshire College Site and will be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

**The application process**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5th October 2017 at 5pm.**

[**www.wnc.ac.uk/vacancies**](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service check.  The successful candidate will be required to pay for the DBS check themselves, the cost (£44 for an enhanced disclosure) will automatically be deducted from their first salary payment.**

**It is an offence for anyone who is barred from working with children, young people and or vulnerable adults to apply for this position.**



**Senior Managers Competencies**