

Role Title:	Construction Skills Product Manager
Directorate:	WATA
Location:	Based at Old Houghton Road and Mobile
Reports to:	Commercial Operations Director

Role Purpose:

The Construction Skills Product Manager is responsible for the day-to-day management of the Construction Skills team which includes taking the lead on operational planning and ongoing maintenance of accreditation and standards.

- The Construction Skills Product Manager will work with the Commercial Operations Director to develop and shape the strategic direction of the department and delivery of the underpinning Business Plan

Role Accountabilities:

- Manage and Lead the Construction Skills Team and Associate Training Resources, to include performance management, target setting and optimum utilisation
- Lead on the development and delivery of the departmental operational and business plan
- Set and deliver financial targets in accordance with the operational plan
- Ensure the ongoing development and standardisation of courses and material in accordance with the WATA Quality Standards
- Work with the Commercial Operations Director on the development of response to tenders and bids for incompany training to ensure successful award and subsequent delivery within proposed costings and profit margins
- Work with the Commercial Operations Director to identify, develop and exploit new sources of funding from relevant sources
- Maintain relevant awarding organisation accreditation and ensure compliance with WATA OfSTED plans
- Monitor and ensure delivery of learner achievement rates beyond the National Average for each occupational area
- Respond to customer complaints
- Direct delivery of training in support of the Construction Skills team
- Manage and comply with any contractual obligations
- Internal Verification and Assessment as required across the product area
- Further development of the Highways Academy and wider construction offer including our established scaffolding offer

Business Impact:

- WATA vision is to grow its bottom line from £3.4 million to circa £5 million by 2020 whilst maximising the return to its membership. The role is responsible for ensuring effective development, growth and resourcing of the Construction Skills team with a view to increasing its contribution to the overall 2020 vision year on year. It requires sound planning and team leadership to ensure effective response to opportunities and resource utilisation
- The post holder is responsible for managing the Construction Skills budget allocation, effective financial and operational planning and cost management

People Management/Team Leadership:

- The role requires impacting and influencing skills across teams and departments which are not directly controlled by the incumbent as well as the ability to lead and motivate the Construction Skills team

Knowledge, Skills and Experience:

- This role requires a broad and comprehensive understanding across a range of areas which includes Construction Skills, government education policy, SFA and ESF funding rules and customer needs and trends
- This role works autonomously outside of and on behalf of the organisation.
- This role requires a level 3 qualification in a relevant construction trade and a formal teacher training qualification
- The role should hold an Assessor qualification and Internal Verifier qualification

Communication/Relationships:

This role requires developed communication skills to negotiate at high levels internally and externally by:

- Representing WATA at key customer and stakeholder meetings
- Working with other senior management and staff to ensure that robust financial control is maintained and business performance reporting is timely and appropriate

Decision Making:

- This role is required to write, develop and establish business plans
- This role makes decisions that have a direct impact on the way in which WATA delivers its Construction Skills products and services.
- The decisions are around levels and types of funding required to deliver the WATA business plan, allocation of those funds across the organisation
- This role is key and critical to the future sustainability of the WATA Construction Skills product and requires sound judgements to be made

Change Management:

- This role contributes directly to strategic decisions and the output from it underpins WATA change programmes and deliverables.
- This role is required to use several sources of information to solve complex problems, develop new solutions and initiatives

Key Competencies

(The main competencies that are required to be evidenced to be successful in the role, ideally 3 or 4).

- Driving for Results
- Impact and Influencing
- Leading To Win
- Communications skills
- Strategic Awareness

Special Conditions/Other Requirements:

- This role requires travel around the whole of the West Anglia Region and occasionally throughout the UK.
- It requires attendance at conferences, seminars and training days where overnight stays are the norm.
- It is a role which requires the incumbent to prioritise their workload and identify business critical situations which require rapid decisions and diary changes to be made.
- The role often includes tight deadlines which cannot be met without a flexible approach to working arrangements