

Job Description

Role	<p>Construction Skills Lead</p> <p>This role will be dedicated to the developments of Waterbeach, Wintringham and Alconbury Weald in Cambridgeshire, to pilot and support the development of a company wide approach to Jobs and Skills.</p>
Hours	9am – 5.30pm, with requirements to on occasion work outside of these hours to support community events and activities in support of the role.
Type	Permanent
Reporting to	Regional Director of Communities, Communications and Partnerships, Urban&Civic

Role Purpose

To deliver a positive, proactive and inclusive approach to the delivery of jobs and skills strategies underpinning our Cambridgeshire developments. This role will pilot and develop approaches to be embedded into U&C's Sustainability Framework through the Economic and Human capitals, with metrics to support ongoing drive and stretch. The purpose of the post is to maximise the jobs and skills opportunities to local people and target groups through strategic development in the following ways:

- *Ensuring contractors and housebuilders undertake and deliver the commitments agreed through their Employment and Skills Plans;*
- *Forging connections between local partners in schools, colleges and local organisations to mobilise opportunities for agreed target groups within neighbouring communities and the new community;*
- *Evolving regular events, activities and approaches which drive innovation and deliver active engagement with these groups;*
- *Providing the business and our training partners with insight and intelligence to support both a flexible delivery and the people needed in the industry;*
- *Effectively monitor outcomes and report regularly to the business, to local authority and other key partners, as agreed through both planning and corporate sustainability frameworks.*

The role works extensively with a range of local partners, both within the developments and across local areas. This focusses on the main contractors and housebuilders working across our sites, together with local Jobcentre Plus, FE colleges, schools and partner agencies like Form the Future. Alconbury Weald, Wintringham and Waterbeach have been set up using the National Skills Academy for Construction (NSAfc) framework from CITB, and a large part of this role will be developing and implementing this framework, and ensuring smooth delivery and reporting; identifying challenges and working with partners to secure collective solutions; building a culture that takes this work forward as part of the mainstream delivery of our projects.

Responsibilities

- Champions and takes responsibility for the day-to-day running of the NSAfC framework and its various elements for each development, working with partners in housebuilder companies and contractors;
- Oversees the development and delivery of the employment and skills plan (ESP) and key performance indicators (KPIs) each housebuilder and contractor undertakes;
- Supports the co-ordination of work placements and training in response to project needs, both for Urban&Civic and the consultancy team, and in support of housebuilders and contractors where appropriate;
- Assists housebuilders, contractors and consultant with recruitment across their supply chains, working through the NSAfC and planning commitments;
- Works with local partners to promote the opportunities for apprenticeships across the development, and ensures support to them on an ongoing basis;
- Organises career events and promotes opportunities in the industry to target groups;
- Works with Communities and Partnerships team colleagues to promote social value activities and seeks to create innovative learning and training opportunities within the roll-out of the development;
- Develops and maintains relationships between contractors in the supply chain, training organisations and other stakeholders;
- Works with CPCA, local authorities, and CITB local and national teams to promote support, campaigns, and initiatives across housebuilders, contractors and their supply chains;
- Monitors and collates the KPI data from housebuilders, contractors and their supply chains, reporting into to planning and corporate sustainability frameworks; collecting evidence and reports on outcomes; and working through challenges identified with partners to improve outcomes as needed;
- Work with communication colleagues to promote positive case studies, good practice and regular successes across the developments and with local partners.

Note: there may be a requirement from time to time to undertake other duties and perform other roles.

Requirements

Knowledge & Experience

- An understanding of and experience in construction sector skills and recruitment;
- Experience of working with local schools, colleges and skills partners;
- Experience of working directly with people and organising events that bring people together;
- Understanding of different cultures, needs and backgrounds within a diverse community;
- Experience of outputs and outcomes based reporting;
- Experience of data management and tracking approaches;
- Understanding of the local area, local partners and communities would be useful.

Skills and Abilities

- Strong team player;
- Excellent communication skills;
- Self-starter with good organisation and timekeeping;
- Able to drive collaborative approaches to problem solving;
- Personal resilience and ability to remain calm under pressure;
- Able to adapt style and approach to work with different groups of people in a variety of contexts;
- Able to work flexibly, identifying needs and responding appropriately;
- Able to work confidently with people; manage challenging behaviour, set expectations and boundaries;
- Confident in the collection, presentation, analysis and sharing of data.

For further information about this role, please contact Rebecca Britton on 01480 413141 or email rbritton@urbanandcivic.com.