

Role Profile

Job Title: Centre Workshop Manager (Engineering)

Department: Engineering

Responsible to: Delivery Manager – Engineering

Responsible for: Workshops
Engineering Instructors/Tutors/ Learners

Main purpose of job:

To lead the Engineering Workshop Team (Instructors/Tutors/learners) and deliver operational excellence through the effective management of the workshop and in doing so, support the Engineering Delivery Manager and Deputy with the day-to-day management. Including people management, upkeep of workshops and protection of assets to ensure safety and quality of delivery. The role will be focused on driving efficiency through the department and ensuring site runs at capacity with maximised efficiency.

Main Duties:

- To be accountable daily for the development and delivery of Workshop based skills, ensuring learners and staff are ready to learn in a safe industry reflective environment and learning the most up to date skills/practices.
- To be responsible for the achievement of and statistical reporting on performance targets in respect of key performance indicators for the team which include:
 - Off the Job recording /learner attendance
 - Quality of teaching, learning and assessment
 - Introduction of Lean and 5s projects throughout workshops
 - Learner/staff inductions
 - Area targets and staff learner performance
 - Reduce machine downtime
 - Stock control/Kanban systems
- To be responsible for culture of continuous improvement within your team through support and staff development ensuring TPM and 5s policies are adhered to and implemented where required. Working closely with the H&S and facilities team to ensure full compliance on aspects of workshop readiness and safety. Holding regularly one to ones to highlight areas for development, conducting observations of teaching and learning, performance appraisals and the effective implementation of all Company policies.

Where your future matters



- To lead and drive high performance through collaborative working relationships with the wider Engineering team e.g. Work Based Learning team and FE/HE provision alongside Industry partners.
- To collaborate with the wider Management Team to develop and implement a cross-centre Apprenticeship Strategy (including income generation, compliance, timely completion of learners and quality targets) ensuring that actions are effectively planned and communicated to both internal and external stakeholders.
- To contribute to and take part in quarterly Departmental Performance Reviews with the Senior Management Team.
- To work with the Engineering Delivery Manager and Deputy to develop and implement an optimal Engineering organisational structure which incorporates the necessary skills and capabilities to deliver operational goals in line with staff CPD.
- To Work alongside the Quality team and centre coordinator to ensure the Quality Assurance process of qualifications in line with awarding organisation specifications and standards to continuously improve the learner journey.
- To develop, coach and mentor a strong team including successful planning, retention and high performance.
- To Liaise professionally and work alongside all key stakeholders involved in the learning process to ensure full integration, support and promotion of the company's services.
- To role model the essential management behaviours across the business and to challenge behaviours that are not consistent with the company core values and drive consistent ethical values to learners in line with the engineering code of ethics.
- To develop an exemplary customer/employer service which exceeds their expectations and needs in accordance with the company's core values with of the engineering code of ethics.
- To effectively manage the learning process, ensuring the safety and wellbeing of learners, including the management of learner behaviour to maximise their development opportunities.
- To teach on Engineering programmes, as and when required to cover absence, according to skills and qualifications.
- To support the development of the Quality Improvement Plans (QIP) with support from the Delivery Manager, the Quality team and have responsibility for driving improvements in line with the QIP.
- To work with colleagues from across Training 2000 to prepare tenders to secure new apprenticeship business.

Where your future matters



Training 2000

- To professionally liaise and work with all key stakeholders involved in the learning process to ensure full integration, support and promotion of the company's services.
- To contribute to the promotion of Training 2000 particularly with employers, learners, schools and parents by assisting with and seeking local Charity partners, School visits, Parents Information Evenings, Open Days and Prize Nights relative to the Engineering department.
- To continuously drive innovation & adaptation within a fast-changing marketplace, including ensuring that the organisation structure and staffing are able to deliver high quality provision by planning and implementing relevant staff CPD to ensure competence and staff growth.
- To comply with all company policies and procedures in relation to Safeguarding, Health & Safety, GDPR and Equality and Diversity and ensure adherence within your area of responsibility at all times.
- To undertake any other duties commensurate with the role as requested by Line Manager or member of the leadership team.

Signed by Employee:	Date:
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Where your future matters



Person Specification

Job Title: Centre Workshop Manager (Engineering)

Department: Engineering

Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> • Level 3 vocational qualification in a relevant subject area or relevant industry experience • Engineering HNC or working towards. • GCSE English and Maths (or equivalent) at Grade 4 or above • Level 3 (or above) teaching qualification and A1 assessor Award. • Knowledge of Apprenticeships and Apprenticeship standards 	<ul style="list-style-type: none"> • Possession of a Team Leading/Management qualification or equivalent engineering HNC/HND • Possession of Level 3 Assessors and/or Internal Verifiers' award • Understanding of OFSTED, SAR processes and quality inspection regimes • Knowledge of the End Point Assessment process • IOSH – Working Safely
Skills and Relevant Experience	<ul style="list-style-type: none"> • Proven success in the running of an engineering workshop or other manufacturing environment to include work schedules and maintenance planning. • Strong understanding of the differing engineering safe practices. • Strong understanding of Kaizen and 5s principles with a desire to drive efficiency projects. • Experience of leading a team with the ability to mentor & coach • Strong knowledge of Microsoft software including Word, Excel, Email and Teams • Experience of budget management • Ability to deliver operational business plans and disseminate statistical business and performance data 	<ul style="list-style-type: none"> • Experience of working in a similar role • Experience of using OneFile • Experience of using Maytas • Industry black belt

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Criteria	Essential requirements	Desirable requirements
	<ul style="list-style-type: none">• Effective interpersonal and communication skills• Ability to work on own initiative and as part of a team• Strong time-management and organisational skills• Experience of working with a variety of stakeholders including but not limited to staff, Apprentices/Learners, employers and external organisations	
Behaviours	<ul style="list-style-type: none">• Commitment to all Company policies and procedures• Open, honest, Ethical and supportive behaviours which are aligned to the Company's values• A team player who encourages innovative ideas, solutions and continuous improvements within themselves and staff.• Flexible and adaptable approach and attitude• Ability & willingness to be an inspiring ambassador for Training 2000 at all times	

Signed by Employee:	Date:
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Where your future matters