



JOB DESCRIPTION

JOB TITLE:	Head of Operations & Curriculum
REPORTS TO:	Managing Director
SALARY:	£TBA
CLOSING DATE:	
DBS:	Enhanced DBS check with children's barred list check

PURPOSE:

To provide and maintain effective and efficient delivery of Apprenticeship and Bootcamp curriculum frameworks. To effectively manage teams to deliver successful outcomes in a high-pressure environment maintaining both quality and compliance adherence. To support the drive for both financial growth and continuous improvements in quality of education. To sit as part of the senior leadership team to support the strategic management of the organisation and be an integral part of the positioning of Hybrid Technical Services as an industry leader in renewable energy training, both regionally and nationally.

PRINCIPAL DUTIES:

1. To oversee all curriculum delivery and associated administrative processes and procedures to effectively meet deadlines and support plans for growth.
2. To implement efficient and timely booking and timetabling of courses, with ongoing review of timetables to ensure robustness, full cover and efficiency of delivery.
3. To work with the Quality Manager to drive quality and improvement within delivery and assessment of courses.
4. To line manage Team Managers of Apprenticeships and Bootcamps ensuring quality of delivery, support student progress monitoring and adherence to requirements of curriculum to ensure funding requirements are met.
5. To support the Managing Director as part of a senior leadership team to implement strategic goals to drive improvements in quality across all provision and to support achievement of financial and growth targets.
6. To report on all business activity to assist the monitoring of the activities and resources of Hybrid Technical Services consistent with the strategic direction, financial limits and operating objectives as laid out by the Managing Director.
7. To adhere to policies, procedures and values of Hybrid Training Centre.
8. To undertake all mandatory training in a timely manner as required e.g. Safeguarding, Prevent.
9. To undertake necessary Data Protection responsibilities, duties and training as required by this post.
10. Such other duties which are broadly consistent with the general functions and grading of this position.

EQUAL OPPORTUNITIES:

Hybrid Technical Services is committed to a comprehensive policy of Equal Opportunities. All employees are required to abide by this policy and ensure its compliance.

SAFEGUARDING:

Hybrid Technical Services takes safeguarding extremely seriously and is committed to ensuring a safe environment for all students. It is expected that all staff engage fully with this commitment.

PERSON SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION / TRAINING	<ul style="list-style-type: none"> • Strong general education • L2 qualification in IT (minimum) 	<ul style="list-style-type: none"> • Educated to L4 or above.
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Experience of curriculum delivery within fast paced training provision • Experience of quality and compliance • Experience in management of a variety of teams in an education environment • Knowledge of apprenticeships and skills • Experience in supporting executive level management to meet goals and targets. 	<ul style="list-style-type: none"> • Knowledge of the renewable energy sector.
SKILLS / APTITUDES	<ul style="list-style-type: none"> • Excellent communication skills • Ability to translate strategic goals into achievable operational processes and procedures and communicate these to a variety of teams. • Excellent people management skills • Excellent IT skills • Ability to effectively analyse data, use data to report on outcomes and use data to influence organisational change where necessary. 	
OTHER REQUIREMENT	<ul style="list-style-type: none"> • Ability to support others to work effectively under pressure • Pro-active nature and desire to drive effective change. • Flexibility to respond to the changing needs of the curriculum throughout the year. • Experience of managing processes to maintain confidential information and compliance with GDPR. • Commitment to undertaking CPD • A commitment to the Safeguarding of Young People and Vulnerable Adults and an awareness of the Government 'Prevent' strategy 	<ul style="list-style-type: none"> • Experience of Safeguarding of Young People and Vulnerable Adults and an awareness of the government 'Prevent' strategy • Awareness of cultural diversity