



**Appointment Brief**

**Business Manager**

**(Leadership & Management)**







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# Letter from the CEO

Dear Applicant,

Thank you for your interest in our organisation, and in the role of Business Manager.

ITS Group has been established since 1981 and is a leading education and training charity, with a passion to deliver our promise.

We operate as a whole organisation, with three key business units;

* ITS College Classroom based vocational and academic education
* ITS Apprenticeship & Training Work-based vocational training
* ITS SmartStyle Training Business to business training

Our 2020 Business Plan sets out our ambitious strategy to grow and maximise the opportunities created by a dynamic market. As we shape ITS Group to take the lead at this exciting time we look to strengthen our Delivery business unit with this key role ‘Business Manager (Leadership & Management)’ to help deliver our overall goals.

You may come from any Management discipline, as long as you truly embody our values and will bring commercial acumen, self-drive and flair to help us develop, deliver and grow our high quality Leadership and Management provision.

If you are this person, we look forward to hearing from you.

Thank you

Chris Payne



Dr Chris Payne (FCMI)

# Company Structure

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| **Board of Trustees** |
| **Chris Payne – Chief Executive Officer** |
| **Administer the Business****Michelle Crossley – Corporate Services Director** | **Deliver the Business****Jane Vaughan – Chief Operating Officer** | **Generate the Business****Peter Lawrence – Commercial Director** |

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| **JOB PROFILE – Business Manager for Leadership & Management** |

### JOB PURPOSE & KEY ACCOUNTABILITIES

Business Manager [Designate] for Leadership and Management

Design, develop and manage the ITS Group’s Leadership and Management Business Unit



**RELATIONSHIPS**

Directly reporting to: TBC

Responsible for: TBC

**Functional relationship** Working closely alongside all business units across ITS Group.

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| **KEY RESPONSIBILITIES**1. **Project**

To formulate and implement an effective (high quality) Leadership & Management Programme1. **Quality**

To design and construct a L&M curriculum1. **Commercial**

To secure profitable income from existing/new business and existing/new markets1. **People**

To develop and lead a high performing business unit |

**CAPABILITIES**

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| **BUSINESS CONTRIBUTION** |
| 1. You understand where you fit in the organisation’s success and hold yourself to account
2. You contribute to setting your own achievable objectives in line with the business plan
3. You take personal responsibility for making the right things happen which add value
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| **CUSTOMER FOCUS** |
| 1. You ensure that every action/decision takes into consideration the impact on the customer
2. You understand who all our customers are and respond appropriately
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| **WORKING WITH OTHERS** |
| 1. You work collaboratively and independently as situations require for a successful organisational outcome
2. You are proactive in providing appropriate support and guidance to others to achieve organisational results
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| **PERSONAL DEVELOPMENT** |
| 1. You actively develop yourself in line with business needs
2. You show good awareness of your own values, motivations and emotions
3. You prioritise objectives and plan work to make best use of own and others time and resources
4. You actively seek, analyse and build on feedback to improve performance
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| **CONTINUOUS IMPROVEMENT** |
| 1. You establish and use effective methods to review and improve activities
2. You make appropriate decisions which balance implications, consequence, risk and required outcomes
3. You actively seek and act on opportunities to improve
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**PERSON SPECIFICATION**

**KEY:**

The following key shows at which stage of the selection process the criteria needs to be evidenced.

(A) Application form

(I) Interview

(P) Performance of Assessment

(D) Documentary Evidence

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | (A,I,D) Level 5 Management qualification | (A,I,D) Teaching qualification (A,I,D) Assessor and IQA Award or equivalent (A,I,D) Degree Management qualification  |
| Experience | (A, I, P) Experience of delivering teaching, learning and assessment in Leadership and Management (A, I) Experience of managing a team (A, I, P) Experience of designing Leadership and Management programmes (A, I) Ability to lead a team to achieve results | (A, I) Experience of Ofsted inspection (A, I) Experience of commercial courses  |
| Knowledge | (A, I) Knowledge of current local, regional and national labour market intelligence (A, I) Knowledge and understanding of the Common Inspection Framework (A, I) Knowledge of Leadership and Management qualifications and short courses  | (A, I) Knowledge of SFA and EFA funding rules and contracts (A, I) Knowledge and application of ELearning and delivering teaching through VLE (A, I) Knowledge and understanding of e-Portfolio, particularly One File  |
| Skills and Attributes | (A, I) Ability to use own initiative, be self-driven and motivated(A, I) Ability to work within a target driven environment(A, I) A commitment to the Capabilities – ITS Employee (A, I) Ability to contribute to a whole organisation team approach to reach ITS vision (A, I) Ability to achieve KPI’s and meet required deadlines |  |
| Additional Requirements | (I) Willing to travel throughout the UK  | (I) Car user and access to a car  |

# Recruitment [Timetable](#Home)

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| Monday 1st April (Noon) | Closing date for applications |
| Tuesday 2nd April | Short-listing notification (via email/Phone) |
| Thursday 11th April | Interview day |
| Friday 12th April  | Final outcome notification |

# Terms, Conditions and Benefits

* Salary – £26,000 - £30,000
* Pension Scheme – The appointed individual will be entitled to join the company pension scheme
* Holidays – 32 days per annum (FTE) – Plus all public and bank holidays
* Westfield Healthcare Scheme
* Travel Expenses

# How to Apply

If you are interested in applying for this role, please email hr@ind-training.co.uk or contact Alison Hardwick/Sam Hanson on 01226 295471 to request an Application Pack (Application Form and Equal Opportunities Monitoring Form) or visit our website: [www.ind-training.co.uk](http://www.ind-training.co.uk)

Please ensure you provide the following:

* A fully completed Application Form which includes two referees, one of whom should be your current or most recent employer, let us know whether you would be happy for us to contact them as part of the process. Referees will not, of course, be contacted without your prior consent.
* A supporting statement. This should clearly set out how you meet each of the criteria set out in the person specification contained within this document. You should provide evidence in your statement; and not simply a broad claim to have done it – give us examples and dimensions; tell us what this achieved and how it helped meet your organisation’s goals.
* Equal Opportunities Monitoring Form

Please ensure that you indicate in your application any dates when you will not be available, or where we you might have difficulty in contacting you, which coincide with the recruitment timetable.

All application will be acknowledged.

ITS Group will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

Closing date for applications: 1st April 2019