

Job Description

Job Title:	Operations Manager		
Department:	NU-Horizon (Port of Nigg)	Location:	Port of Nigg
Grade:	£56,461 per annum, pro-rata		
Report To:	Liam Sutherland – Strategic Projects Energy Lead		

Job Purpose

The Operations Manager will be responsible for the effective day-to-day management and development of the engineering training provision at NU – Horizon Training Ltd, Port of Nigg. The role will provide operational and practical leadership, ensuring the safe, efficient and high-quality delivery of training to students and apprentices. The post holder will also be required at times to deliver hands-on teaching and assessment, using their fabrication and welding expertise to support learner development, staff performance, quality assurance and the continued growth of the training provision.

Duties and Responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post.

Academic leadership, strategic planning and direction

- Responsible for leading the effective delivery of Nu – Horizon training at the Port of Nigg;
- Ensure effective delivery of the curriculum to meet student needs, enhancing the quality of learning and teaching;
- Demonstrate an awareness of strategic planning and direction.

Operational and resource planning

- Contribute to operational planning and project management;
- Plan, define targets for improvement, resources and for the development of staff;
- Advise and make proposals on resource requirements;
- Plan the timetabling requirements for the area of responsibility;
- Plan curriculum requirements to meet student needs, including student guidance, employability, essential skills and work placement;
- Monitor materials spend for areas of responsibility, ensuring operations are delivered within agreed budgets.

Curriculum planning, development and commercial income

- Contribute to curriculum planning and development within own area of responsibility;
- Reflecting on regional and national priorities, contribute to commercial income generation.

Staff

- Lead and coordinate a team, with autonomy limited to within own area of responsibility;
- Operational coordination and direction of staff teaching within own area of responsibility;

- Provide support for staff in their development, including guiding/mentoring;
- Provide organisational and operational management of the staff supporting the curriculum within own area of responsibility.

Quality assurance and enhancement

- Responsible for the organisation of quality assurance, internal verification and self-evaluation processes for curriculum within own area of responsibility;
- Coordinate course/team level self-evaluation, standardisation meetings and actions that arise from these;
- Coordinate resulting of students within area of responsibility;
- Lead internal verification within own area of responsibility;
- Supports colleagues in peer review processes;
- Supports curriculum quality assurance compliance arrangements within own area of responsibility.

Key performance indicators and student recruitment

- Monitor curriculum and service performance indicators against targets and initiates actions for improvement;
- Monitor and take appropriate action on student related KPIs, including recruitment, retention, attainment, progression, equalities, credit achievement, income generation, student satisfaction, and end of course destination data;
- Demonstrate involvement in agreeing performance targets such as student recruitment, credit and income generation;
- Be an informal point of contact for student and course complaints, to promote front line local resolution.

Internal and External stakeholder engagement

- Coordinate student placements, if relevant to area of responsibility;
- Maintain an awareness of useful internal and external relationships. Internal may include between departments and across locations, with the student association and UHI (such as cognate subject groups, exam boards and module teams); external may include with key employers and stakeholders.

Teaching, learning and assessment

- Delivery of high quality, innovative and engaging learning and teaching,

Professional Practice and Development

- Contribute meaningfully to positive change within own area of responsibility and advocate for wider transformation;

General

- Proactively contribute to own personal development and supporting the wider sustainability of NU-Horizon Training LTD
- Ensure consistency and equality at all times and proactively engage in NU-Horizon Training's values of trust, integrity and excellence;
- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all company policies;
- Work collaboratively with colleagues to ensure a whole company focus and approach.

This post is subject to the SG Offshore Wind Fund.

Person Specification

Criteria	Essential	Desirable
Qualifications	- Recognised Fabrication and Welding trade qualification or equivalent industry-recognised qualification. - Appropriate welding qualifications/certifications relevant to the areas being taught and assessed. - Qualification or experience in leadership and management.	- Assessor qualification, such as an SVQ Assessor Award, PDA in Learning and Development or equivalent. - Internal Verification/Quality Assurance qualification or relevant experience.
Experience	- Significant practical experience within the fabrication and welding industry, with a strong understanding of engineering workshop practices and standards. - Experience of leading, supervising or managing staff within an engineering, fabrication, training or similar operational environment. - Experience of working with apprentices, trainees or learners, including providing practical instruction, coaching, mentoring or assessment. - Experience of delivering and/or assessing practical fabrication and welding skills to an appropriate industry standard. - Experience of managing day-to-day workshop operations, including equipment, resources, facilities and health and safety requirements. - Experience of developing effective working relationships with employers, industry partners and other stakeholders. - Experience of managing competing priorities while maintaining high standards of safety, quality and learner support. - Experience of identifying and implementing improvements to training delivery, operational processes and learner outcomes. - Experience of working in a role requiring strong communication, organisation, problem-solving and team leadership skills.	Experience of supporting quality assurance, internal verification and continuous improvement within a training or skills development environment.

Knowledge & Skills	• Strong technical knowledge of fabrication, welding and engineering processes, practices and industry standards. • Good understanding of apprenticeship frameworks, practical training and competency-based assessment. • Knowledge of effective learning, teaching, coaching and assessment methods within a practical training environment. • Sound understanding of health, safety and risk management within engineering and workshop environments. • Strong leadership and people-management skills, with the ability to motivate, support and develop staff and learners. • Excellent communication and interpersonal skills, with the ability to build positive relationships with apprentices, students, staff, employers and industry partners. • Strong organisational and time-management skills, with the ability to prioritise competing demands effectively. • Good problem-solving and decision-making skills, with a practical and solutions-focused approach. • Ability to plan and coordinate staff, facilities, equipment and resources to support effective training delivery. • Ability to identify opportunities for curriculum development, business growth and improved learner outcomes. • Good digital skills and the ability to use relevant IT systems for administration, reporting and communication. • Ability to work independently, demonstrate initiative and contribute positively as part of a wider team. • Commitment to continuous professional development, high standards and maintaining current industry knowledge.	• Knowledge of quality assurance, internal verification and continuous improvement within training provision.
Personal Qualities	• Positive, outgoing and calm approach; • Flexibility to meet deadlines; • Self-motivated; • Can work well within a team; • Able to maintain confidentiality;	

Other	• Be willing to work flexible hours when necessary, by mutual agreement, to meet requirements of the post; • Be willing to regularly travel on Company business, between centres, as required;	• Clean driving licence, if required for the post.
-------	---	--

Key Terms and Conditions of Employment

Hours of Work	This post is for 37.5 hours per week, but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 37.5 hours.
Duration	This a full-time, permanent post.
Salary	The salary for this post is £56,461 per annum, pro rata
Holidays	28 days in a full year plus 12 public/general holidays. Pro-rata for part-time workers.
Location	The position will be based primarily at Port of Nigg, NU-Horizon Training Academy.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

This post is subject to the SG Offshore Wind Fund.