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**Bids, Projects and Contracts Manager**

**Job Description**

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| Area | : | Business Development and Apprenticeships Skills |

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| Salary | : | £36,707 - £41,309 *(per annum)* |

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| Hours of Work (Full-time/Part-time) | : | Full-time |

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| --- | --- | --- |
| Line Manager | : | Assistant Principal – Apprenticeships and Employer Engagement |

 Responsibility for :   Management, implementation and monitoring of successful

 Projects;

 Manage the end-to-end tendering process including the

 identification of funding opportunities;

 Preparing new bid proposals; *and*

 Contract Management and monitoring of subcontracted

 provision.

**Main Purpose of Job:**

To support the College in achieving its strategic aims and objectives through the application, implementation, monitoring, and evaluation of successful bids, projects, and subcontracts.

To ensure that the provision:

* Meets the needs of learners, employers and other stakeholders
* Is of the highest possible quality in terms of learner outcomes and learner/employer

satisfaction

* Is effective, efficient and provide excellent value for money
* Reflects the vision, mission, aims and values of the college
* Is innovative, developmental and sector leading
* Promotes a culture of excellence and equality
* Is judged as outstanding at next Ofsted/QAA Inspections
* Achieves optimum outcomes from internal and external Audit

**Key Duties and Responsibilities:**

1. Reflect the vision, mission, aims and values of the college.

**Principal duties**

1. To be responsible for setting high professional and vocational standards
2. To be responsible for ensuring quality improvement and implementing quality assurance procedures
3. To manage, direct and deploy staff in line with College policies and procedures
4. To be responsible for staff being appraised and receiving continuous professional development in line with College policies and procedures
5. To be responsible for ensuring the College’s Equality of Opportunity and Health and Safety polices are fully implemented
6. To be responsible for the deployment and monitoring of delegated budgets in line with College financial regulations, policies and procedures
7. Contribute to the development and enhancement of College provision
8. Other reasonable duties within the jobholder’s capabilities.

**Specific Responsibilities include**

1. To support and co-ordinate the work of the Work Based Learning department in the completion of bids on behalf of the College.
2. To lead and co-ordinate the bidding process for tenders and initiatives in partnership with others (internally and externally) where appropriate.
3. To support the development and delivery of new innovative programmes.
4. To be a supporting link for the College regarding regional and sub-regional initiatives and provide feedback on key issues.
5. To implement a robust monitoring framework to ensure all projects are monitored and managed centrally.
6. To regularly review colleagues’ growth and development strategies with key stakeholders to identify possible sources of funding.
7. To ensure accurate audit trails and accounting procedures are followed for all initiatives and projects.
8. To regularly report to the College Management team on bidding and tendering opportunities, outcomes of bids made, project progression and financial and other targets.
9. To obtain feedback on overall and technical quality of College submissions (where available) and use this information to inform training and staff development for future submissions.
10. To support the work of the College in accessing a variety of funding streams.
11. To produce accurate and timely enrolment reports for management.
12. Prepare accurate and timely funding claims and reports to funding organisations in line with schedules.
13. To liaise with the finance team to ensure that accurate financial reports are maintained.
14. To undertake other duties supporting the role as required including chairing meetings with partners and attendance at operational meetings.
15. To support the work of the finance, funding, and information team. To liaise with all departments across the College to provide and receive required information.
16. To support the wider contract team to identify subcontracting arrangements and prepare clear rationale for senior management consideration.
17. To complete the subcontracting due diligence and provide results with recommendations to the contract management team.
18. Liaise with external solicitors and internal departments to prepare contracts in a timely manner.
19. Support the overall management of subcontractors, working with the contract team, finance and quality team against financial performance of contract and quality performance of provision.

**Generic**

1. Support and promote a culture of innovation, excellence and equality.
2. Comply with College policies, procedures and agreements.
3. Contribute to the risk management of the College.
4. Support and follow the College’s strategies on equality, diversity and safeguarding.
5. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
6. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
7. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

**Bids, Projects and Contracts Manager**

**Person Specification**

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|  | **Assessment Method** |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation  | Application Form | \*Test | Interview and Presentation | Psychometric Testing | Qualification Certificates | References |
| **Education and Qualifications** |
| Essential |  |  |  |  |  |  |
| * Possess a degree or equivalent qualification *(or be willing to work towards)*
 | **✓** |  |  |  | **✓** |  |
| * GCSE Grade C *(4/5)* in English and Maths
 | **✓** |  |  |  | **✓** |  |
| * Project management qualification
 | **✓** |  |  |  | **✓** |  |
| * Evidence of on-going professional development
 | **✓** |  |  |  | **✓** |  |
| **Skills and Experience** |
| Essential |  |  |  |  |  |  |
| * Experience of and commitment to vocational education and training
 | **✓** |  | **✓** |  |  | **✓** |
| * Ability to think, plan and manage in a strategic context
 | **✓** |  | **✓** |  |  | **✓** |
| * Experience of bidding, tendering and managing externally funded projects
 | **✓** |  | **✓** |  |  | **✓** |
| * Experience of contract management and monitoring
 | **✓** |  | **✓** |  |  | **✓** |
| * Ability to analyse and interpret complex information and make decisions on the appraisal of facts
 | **✓** |  | **✓** |  |  | **✓** |
| * Leadership experience and skills including chairing meetings
 | **✓** |  | **✓** |  |  | **✓** |
| * Understanding of the role of external agencies in funding
 | **✓** |  | **✓** |  |  | **✓** |
| * Experience and expertise in meeting audit requirements
 | **✓** |  | **✓** |  |  | **✓** |
| * Possess excellent communication skills *(written and oral)*
 | **✓** |  | **✓** |  |  | **✓** |
| * Resilience with the Ability to meet tight deadlines and work under pressure
 | **✓** |  | **✓** |  |  | **✓** |
| * A commitment to Equal Opportunities
 | **✓** |  | **✓** |  |  |  |
| * Understanding of the national and local priorities of the learning and skills sector and experience of working with key stakeholders
 | **✓** |  | **✓** |  |  | **✓** |

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|  | **Assessment Method** |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation  | Application Form | \*Test | Interview and Presentation | Psychometric Testing | Qualification Certificates | References |
| **Skills and Experience continued** |
| Essential |  |  |  |  |  |  |
| * IT literacy
 | **✓** |  | **✓** |  |  |  |
| * To commit to safeguarding and promoting the welfare of children, young people and vulnerable adults.
 | **✓** |  | **✓** |  |  |  |
| Desirable |  |  |  |  |  |  |
| * Understanding and/or experience of working with ESFA funding streams such as: 16-19 Study Programme, AEB, Apprenticeships etc
 | **✓** |  | **✓** |  |  |  |
| **Personal Attributes** |
| Essential |  |
| * Excellent communication skills
 |  |  | **✓** |  |  | **✓** |
| * Excellent team player with a can-do attitude
 |  |  | **✓** |  |  | **✓** |
| * Commitment to on-going professional development
 |  |  | **✓** |  |  | **✓** |
| * Ability to work Flexibility
 |  |  | **✓** |  |  | **✓** |
| * Ability to adapt to and manage change
 |  |  | **✓** |  |  | **✓** |
| * Good sense of humour
 |  |  | **✓** |  |  | **✓** |

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| **Special Factors**  |  |  |  |  |  |  |
| Essential  |  |  |  |  |  |  |
| * Full, current driving licence
 | **ü** |  |  |  |  |  |
| * Car owner, with a willingness to use on College business as required *(mileage allowance payable)*
 | **ü** |  |  |  |  |  |
| * Enhanced DBS check
 | **ü** |  |  |  |  |  |

Updated: February 2024