



Training for Employment Team Leader

Level:	Grade 8
Team:	Training for Employment
Line manager:	Training for Employment Manager
Responsible for:	Assistant Team Leaders, TFE Environment and Business Support Assistants, Community Employment Advisors

About the job

- Devise, deliver and lead effective development initiatives/projects to maximise the potential of individuals on 12-month placement across the organisation, who will be working in groups or allocated to specific teams.
- Promote the service at all times in a manner consistent with the Customer Charter ensuring a high standard of customer care is achieved at all times.
- Comply with and remain up to date with the duties of the principle Constructor under the CDM regulations, codes of practice, bye laws both current and future.
- Oversee the delivery of the Community Employment and Self Employment services for customers and prospective customers across the area of operation to support people back into employment.

You'll be trusted to

- Continually seek opportunities to introduce new working practices that generate efficiencies.
- Maintain a high level of construction knowledge and changes to Health and Safety legislation to ensure the effective and safe delivery of a variety of construction projects. and
- Adhere to and apply legislation, Organisational Policies and Procedures and Financial Regulations as appropriate.
- Be proactive in the safeguarding of vulnerable adults within the duties of the role.
- Advise and report on accidents completing relevant paperwork and undertake investigations in line with organisational policies and procedures as necessary.
- Ensure that all transport is utilised in a cost-effective manner and all documentation is completed along with all safety checks, as necessary, in line with company policy.
- Develop a strong customer focus within your team ensuring that all aspects of customer care are carried out in accordance with company policy.
- Take responsibility for site emergencies, reporting issues to the relevant people.
- Be a responsible first aider, willing to act and deal with emergencies

- Ensure all support and development plans for placements are completed at agreed intervals to document the progress towards employability.
- The day to day planning, organising and management of all elements of construction projects whilst on site, in full compliance with all applicable legislation along with organisational Policies and Procedures.
- Take responsibility for specific small and large projects linked to improving communities and developing customers homes.
- Take responsibility for specific projects within the Training for Employment section organising and delivering an efficient and effective service
- Support the Assistant Team Leaders and Community Employment Advisors with advice and guidance for work streams undertaken including but not limited to fencing, ground works, grounds maintenance, painting, cleaning and caretaking and business administration.
- Ensure the delivery of effective and holistic support and guidance to participants with any problems or issues affecting their ability to undertake their role, these issues may or may not be work related.
- Assist with developing and delivering operational plans and policies that deliver a high quality, reactive and cost effective, service within Social and Financial Inclusion section.
- Be responsible for the production, implementation and control of effective and efficient manual and computerised record systems and procedures for all current project/schemes.
- Support management with responsibility for controlling and working within the scheme budget and provide Estate Management (Customer) with regular expenditure costs for materials used on projects.
- Monitor and review any programme sequence changes or delays requesting that resources are moved to meet the changes needed to the programmes as appropriate.
- Manage and monitor the day to day performance of all projects/schemes which are your responsibility both site and office based, identifying and offering solutions to senior managers for issues that arise that need to be rectified.
- Be responsible for the planning and coordination of the scheme ensuring that information is effectively communicated to others within Vico Homes and key stakeholders as appropriate.
- Assist in the development of a full training programme in all technical disciplines which fulfils team requirements to fully comply with all current Regulations, Codes of Practice and Legislation e.g. NRSWA, H&S, CDM compliance.
- Assist in the management of CDM and Health and Safety to ensure that safe working practices are maintained at all times ensuring team compliance with risk assessments, method statements and safe systems of work reporting any non-compliance.
- Continually challenge what we do and how we do it, to continually strive to be the best and set the standard for others to aspire to, to drive further efficiency savings for the benefit of Vico Homes and our tenants.
- Undertake any other duties commensurate with the overall purpose of the job and the grade.

Who you'll work with

Internal: All Vico Homes colleagues, Trade Union Shop Stewards.

External: Members of the public, Elected Members and other public bodies.

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at Level 4 of the Regulated Qualifications Framework, A qualification at Level 4 of the Qualifications and Credit Framework.	✓		AF/CQ
Valid CSCS card	✓		AF/CQ
First Aid at Work	✓		AF/CQ
A valid Health and Safety qualification such as SMSTS, IOSH or equivalent.	✓		AF/CQ
NRSWA Operative and /or Supervisor	✓		AF/CQ
Experience of organisation and control of Construction Projects / environmental installation works	✓		AF/I
Excellent planning and organisational skills and ability to prioritise workload to meet deadlines	✓		AF/I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Ability to contribute and work as part of a team to deliver excellent customer services and achieve targets.	✓		AF/I
Able to demonstrate effective organisational management skills in the application of employee development practices and procedures.	✓		AF/I
Effective decision maker and able to use own initiative.	✓		AF/I
Proven experience of presenting information and facilitating group discussion.	✓		AF/I
Significant experience working in a customer facing construction environment	✓		AF/I
Experience of providing support and guidance in a mentoring /coaching capacity	✓		AF/I
Commitment to develop, improve and deliver training programmes	✓		AF/I
Need to be fully aware of appropriate legislation and statutory requirements e.g. H&S, NSWRA employment D&I, CDM regulations	✓		AF/I
Evidence of works supervision	✓		AF/I
Willingness to undertake additional training if required for services and self-development.	✓		AF/I
Self-motivated and able to respond effectively when under pressure	✓		AF/I
The post holder must hold a valid driving licence and have access to a vehicle to travel throughout the Vico Homes operating area	✓		AF/CQ
The post holder may be required to attend meetings or work outside normal office hours	✓		I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification