



## JOB DESCRIPTION

Post:	Innovate Manager (Green Skills)
Scale:	Scale 9 0.8 fixed term contract to 31/3/2025
Responsible to:	Principal or Vice Principal
Direct reports:	None

### Key purpose of the role:

To act as account manager for the SMEs Fircroft engages through Innovate, facilitating their support journey, contributing to their programme of learning and ensuring key outcomes.

### Main responsibilities:

- Engage directly with at least 10 SMEs wanting Innovate support around Net Zero and Green Transitions
- Through Organisational Needs Analysis establish the starting position of each SME, clarify their aspirations and draft a set of actions to meet them.
- Write ONA actions into an Innovate Plan for each SME with their recommended support options (e.g. planned knowledge transfer, consultancy support, site visits, skills development and training).
- Facilitate the participation of SMEs in Innovate activity
- Personally deliver some of our Innovate programme of learning with SMEs around Net Zero and Green Transitions
- Manage the involvement of external agencies in delivering other Innovate activity and wider support outside own area of expertise
- Facilitate Fircroft's own learning from Innovate (e.g staff CPD, student engagement, industry intelligence, curriculum development)
- Help evaluate the impact of Innovate on individual SMEs and on the college

### Generic for level:

As one of the college's Middle Managers...

- Act as an advocate for Fircroft students
- Ensure that identified best practice and policy within area is implemented through our people, practices and processes.
- Actively participate in performance management of self and line management reports.
- Promote Fircroft College's commitment to Equality, Diversity and Inclusion.
- Have a duty of care to yourself and others regarding Health and Safety issues and ensure the colleges Health and Safety Policies and procedures are implemented.
- Actively promote the College's Safeguarding and Prevent policies and be aware of own responsibilities to report concerns.
- Attend training and development opportunities and keep up with changes to law and legislation affecting your role and the College.
- Comply with and actively promote College policies and procedures.
- Cover for other members of your team when required.
- Support the budgeting and monitoring of income and expenditure in this area where appropriate

- To undertake other duties commensurate with job purpose, title of the post and it's grading.
- To participate in the College Performance Management Scheme.
- To take direct responsibility for your own continuous professional development.

#### **Competencies and behaviours:**

- **Inspires** and supports others to achieve results.
- Demonstrates and promotes the values of Fircroft College
- Clearly articulates the Fircroft College mission and commitment to **transformative** education within the college.
- Understands and responds to stakeholder needs.
- Student and Customer focussed.
- Gathers and analyses data to make sound decisions.
- Plans and organises work, including managing budgets (where appropriate).
- Works **collaboratively** with internal and external stakeholders.
- Encourages and **supports** organisation and individual learning to achieve continual improvement.
- Commits to own personal continuous **development**.
- Creative and innovative.
- Flexible and responsive to change.
- Communicates effectively and uses appropriate communication channels, keeping others informed.
- Promotes and creates culture of **inclusion** demonstrated through courtesy and respect for difference.
- Empowers colleagues to achieve.

This Job Description is current at the date shown below, and is a guide to the work you will be required to undertake. You may be asked to undertake any other duty commensurate with the level of your post.

April 2024

#### **CONDITIONS OF SERVICE**

The appointment is on a fixed-term contract to 31/3/2025

The appointment is subject to the Conditions of Service for Business Support Staff.

#### **SALARY**

The salary range for this post is scale 9, currently from £46,518 to £50,815 per annum full-time. (£37,214 - £40,652 pro rata for 0.8 post)

#### **HOURS OF WORK**

The appointment is 0.8 (4 days a week or 30 hours a week) Actual hours of work will be decided by the line manager. Some weekend and evening work will be required.

#### **ANNUAL LEAVE**

The post carries 32 annual leave days per annum pro rata, plus eight public bank holidays pro rata. 6 of these annual leave days must be taken during our shutdown period over Christmas.

## **PENSION SCHEME**

The College operates a 'Peoples Pension' pension scheme. For more information please contact our Finance team.

## **PROBATIONARY PERIOD**

All newly appointed staff have to serve a 6 month probationary period.

## **LOCATION**

The successful applicant will be based at Fircroft College in Selly Oak.

## **MEDICAL**

The successful applicant will be required to satisfy the Medical Officer as to his/her fitness to carry out the duties of the post.

## **RECRUITMENT OF EX-OFFENDERS**

The College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

As an organisation we use the Disclosure & Barring Service (DBS) to assess the suitability of all prospective appointments. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Applicants/employees are required to declare any pending criminal prosecutions they may have as well as any spent criminal convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that applicants/employees do not need to disclose any 'protected' cautions, or convictions as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and 2020.

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of any offences.

## **DISCLOSURE & BARRING CHECK**

A Disclosure & Barring Service check will be sought for the successful applicant.

## **SAFEGUARDING**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

All newly appointed staff will be required to undertake safeguarding training following their appointment.

## **TRAINING**

Undertake any appropriate training and development as required, including Health and Safety.

## SMOKING POLICY

For health and safety reasons, Fircroft College has designated smoking shelters and smoking is not permitted in any area other than these.

## APPLICANTS WITH DISABILITIES

Candidates with a disability should contact the HR Department before interview if they require any adjustments to be made for the interview and/or selection tests.

### Person Specification

Qualifications, Attainments or Experience	Essential or Desirable	How this will be assessed
Success engaging with SMEs and agreeing an offer that meets their business needs and ours	Essential	Application and interview
Experience at every stage of the project management life cycle from initial brief through to evaluation	Essential	Application
Ability to frame and work within KPIs and track record of meeting these	Essential	Application and interview
Commitment to social and climate justice	Essential	Application and interview
Familiarity with Innovate or similar knowledge transfer programmes	Desirable	Application
Relevant higher level qualification	Desirable	Application

Knowledge / Skills / Competencies	Essential or Desirable	How this will be assessed
Ability to analyse organisational training needs and support SMEs with their development		
Specialist knowledge to share around Net Zero and Green Transitions	Essential	Application and interview
Ability to co-ordinate and collaborate with a range of internal and external contributors	Essential	Application and interview
Ability to facilitate learning	Essential	Interview
Strong digital skills for effective communication, project management and data analysis	Essential	Application

