

Information pack for the role of
Senior Skills Development Manager -
International
WorldSkills UK
June 2021

About WorldSkills UK

WorldSkills UK is an independent charity and a partnership between employers, education, and governments. Together, we are using international best practice to raise standards in apprenticeships and technical education, so more young people and employers succeed.

We are a proud member of WorldSkills, a global movement of over 80 countries. WorldSkills supports young people across the world via competitions-based training, assessment and benchmarking, with members' national teams ultimately testing their ability to achieve world-class standards in the biennial 'skills olympics'. The insights we gain from training as part of this global network help us raise standards across the UK.

We innovate to help employers: by benchmarking with skills systems from across the world to inform policy and practice, ensuring high-quality skills and boosting the UK economy.

We develop educators: by sharing international best practice to deliver high quality training and assessment.

We inspire young people: whatever their background, to choose high-quality apprenticeships and technical education as a prestigious career route.

Our vision

Apprenticeships and technical education are prestigious career routes for all young people.

Our mission

To improve the quality of apprenticeships and technical education for the benefit of all young people and employers.

Structure and governance

WorldSkills UK has a dynamic, hardworking staff team of around 40 and is structured into three directorates each directorate is led by a Director, or the Deputy CEO and CEO, who form the Senior Leadership Team. WorldSkills UK is a registered charity with a Board of Trustees strategically overseeing its effective operation in conjunction with the Chief Executive to ensure it meets its charitable objectives. The Board is made up of representatives of further education, skills and industry, ensuring that the organisation's activities are firmly representative of the audiences and target groups it serves in its work.

Diversity

At WorldSkills UK, we strongly value diversity and inclusion and recognise that it is critical to our success. We are committed to creating an inclusive environment for all who work with us and strongly welcome applications from diverse

backgrounds. WorldSkills UK is an equal opportunities employer that encourages applications from anyone who meets the specific criteria of the post regardless of age, disability, ethnicity, gender, gender reassignment, marital and civil partnership status, pregnancy, religion or belief or sexual orientation. We particularly encourage applications from those from diverse groups, such as women, members of the BAME and LGBTQ+ communities, to join us as at WorldSkills UK.

We are a member of the Disability Confident Scheme and guarantee interviews to all disabled candidates who meet the minimum criteria for our vacancies, and we are committed to making reasonable adjustments at all stages of the recruitment process for candidates to perform to the best of their ability.



About the role

The Senior Skills Development Manager will lead and manage three core programmes central to driving innovation in teaching and learning and mainstreaming excellence in the quality and delivery of Technical and Vocational Education and Training (TVET).

1. **Centre of Excellence** – programme management of a workforce development pilot to transfer insights from global skills systems and world-class practices to equip educators across TVET with the knowledge and skills to embed international best practice to advance technical teaching, training, and assessment.
2. **International Skills Partnerships** – lead and manage partnerships with WorldSkills members to coordinate mutually beneficial projects and activities through an exchange of knowledge and skills across people, organisations, and governments forging a national and international network for research, evidence and learning to influence policy and practice in the UK.
3. **UK based dissemination activities** - through these programmes, the Senior Skills Development Manager will take responsibility for UK based dissemination activities to improve standards of teaching, training and assessment based on identified international best practice through our professional development networks to help boost sector capability.

The successful candidate will have a track record in leading and managing impactful, high quality education and training programmes with experience building educational partnerships in the UK and internationally in TVET.

Job description

Role:	Senior Skills Development Manager - International
Grade:	B
Directorate:	Skills Development and Impact
Team:	Skills Development and International Competitions
Manager:	Head of Skills Development and International Competitions
Direct reports:	High-Performance Skills Coaches x 8 (4 P/T on secondment) Skills Development Coordinator x 1

Role purpose

The Senior Skills Development Manager will lead and manage three core programmes central to driving innovation in teaching and learning and mainstreaming excellence in the quality and delivery of Technical and Vocational Education and Training (TVET).

Key tasks and responsibilities:

1. Centre of Excellence:

Mainstream excellence across the UK skills system through the delivery of the Centre of Excellence in partnership with NCFE to transform the quality of teaching and learning to enable more people to benefit from world-class expertise and development opportunities.

- Lead the project and preparation for steering groups to include planning, reporting, budgeting and management of a team of Skills Coaches who are responsible for training educators across the UK.
- Manage the application and selection procedure of institutions each year to join the Centre of Excellence and work collaboratively with NCFE and wider teams who will support the process.
- Contribute towards the development and generation of learning resources that form part of the Centre of Excellence.
- Support the management of key relationships with Centre of Excellence college leaders and lead the planning and implementation of workshops/forums with the UK and international partners, creating a culture of professional networking and international benchmarking supporting quality improvement.
- Oversee the development, delivery, impact, and evaluation of the workforce development programme, which is endorsed by NCFE.

2. International partnerships:

Build partnerships with international communities to mainstream world-class expertise, improving technical vocational standards across the UK skills system.

- Establish agreements with international partners to deliver cooperative projects and activities to drive innovation and excellence in the quality and delivery of TVET, directly benefiting UK policy.
- Manage and coordinate resources to deliver projects and activities internally across teams and externally with our wider stakeholder networks across the UK.
- Lead the planning and delivery of a pilot to connect and benchmark Institutes of Technology (IoTs) with emerging cutting-edge skills being delivered by other WorldSkills members.
- Establish a robust framework to evaluate, report and measure the impact of collaborative projects and activities.

3. UK based dissemination activities:

Mainstream insights into global skills systems and world-class practices to improve the quality of teaching, training and assessment to raise the capacity of educators to deliver a world-class education in the UK.

- Analysis and interpretation of data and outputs aligning to policy and reforms in higher technical education to maximise the impact of our insights to benefit government, education, and business.
- Lead and plan the development of assets through reports, case studies, blogs, teaching and learning resources to broaden the breadth and scale of our programmes of work.
- Work in collaboration with wider teams to plan a series of high value best practice exchanges across vocational and technical specialism, drawing from the UK and international networks.
- Working closely with internal teams to advise, support and facilitate opportunities to maximise the impact of programmes of work across the organisation.

4. Overall management:

- Manage, support and motivate allocated staff to successfully deliver activities/tasks.
- Establish a strong mechanism to measure impact, capture, report, and transfer intelligence across programmes of work.
- Manage resources (including staff, volunteers, suppliers, and partners) so that all project elements are delivered to acceptable standards on time, to budget and meet the required specifications and objectives.

- Contribute to a performance driven culture ensuring outcomes and activities are continuously monitored, reviewed, and evaluated against grant KPIs, resolving issues, and initiating appropriate corrective action.

Other:

- Contribute to the successful delivery of WorldSkills UK's strategic priorities and annual business objectives.
- All employees are expected to promote and comply with WorldSkills UK's Employee Handbook and the policies contained therein with particular reference to those related to Health and Safety and on equality, diversity and inclusion.
- Any other duty as may be reasonably assigned that is consistent with the nature of the job and its level of responsibility. Any significant changes will be made in consultation with the post holder acknowledging experience, education and ability.

Person specification

Key: [E] Essential / [D] Desirable.

Qualifications and experience:

- Experience in working at manager level across education, policy or business with a focus on technical and vocational education and training (TVET) [E].
- Experience managing multi-stakeholder education and training programmes for TVET teachers and trainers [E].
- Experience in translating policy into practice [E].
- Experience managing national and transnational partnerships across TVET [D].
- Experience in supporting large scale complex programmes in the publicly funded sector [D].

Knowledge and skills:

- Knowledge and understanding of current policies and reforms in higher technical education, apprenticeships, and T Levels [E].
- Able to develop and manage highly effective relationships and coordinate a range of partners and stakeholders both internally and externally to successfully deliver objectives [E].
- Robust programme and budget management skills [E].
- Able to influence, negotiate and manage the action of others, including remote teams [E].
- Ensuring issues, dependencies and risks are identified, assessed, mitigated; ensuring delivery is in line with organisational prioritise [E].

- Understands consequence of actions and long-term impact and / or wider implications of decisions making process [E].
- Ability to absorb and evaluate complex information quickly and use this to construct and manage robust plans which deliver the required strategic objectives [E].
- Ability to implement change initiatives, focusing effort and commitment on making change work [E].

Personal qualities and attributes:

- Very reliable and with a high level of probity [E].
- Able to work to own initiative with broad direction [E].
- Able to think creatively and solve problems [E].
- Flexible in working methods and ideas [E].
- Excellent team player and collaborative approach to work [E].
- Enthusiastic and able to motivate others [E].

Special circumstances:

- Prepared occasionally to work outside normal hours [E].
- Prepared to travel within the United Kingdom [E].
- Able to spend time away from home [E].

Summary of terms and conditions

- Permanent.
- The salary for this role is £45,000-£50,000.
- Normal place of work is First Floor, 157-197 Buckingham Palace Road, London SW1W 9SP. During the Covid-19 pandemic, WorldSkills UK staff are working from home, and there is an expectation that this post may start working from home but will be office based in the longer term. However, WorldSkills UK is a flexible employer and welcomes applications from candidates across the UK and will always consider requests to work from other locations on a case-by-case basis subject to business requirements.
- Minimum of 35 hours per week, normal working hours are 09:00 to 17:00 Monday to Friday although we pride ourselves on having a flexible approach to our working practices and service delivery and are happy to discuss flexible working options with suitable candidates. Occasional weekend work may be required by mutual agreement for which reasonable time off in lieu will be given.
- 25 days' annual leave, which will increase by one additional day for each completed year of service up to a maximum of 30 days plus public and bank holidays.
- The post is subject to six months' probationary period with one months' notice.

- The offer of appointment will be subject to satisfactory references.
- Salaries are paid monthly by direct transfer on or about the 21st of the month.

How to apply

WorldSkills UK is committed to making appointments on merit by fair and open processes and uses a blind recruitment approach. Please ensure that you **submit your application in Word** to help us in this process.

Applications should be submitted no later than **9 am on Tuesday 6 July 2021** by email to Meryem Ozbiloglu, Senior Human Resources Manager at jobs@worldskillsuk.org and must include:

- a curriculum vitae detailing your full career history with identifying information removed
- a supporting statement with evidence of your suitability for the role, taking into account the points listed in the role description and person specification (throughout the recruitment process, we will be looking for examples and evidence of your experience, knowledge and skills)
- a separate document containing your contact details.

Diversity Monitoring

Applicants are also asked to complete a Diversity Monitoring Questionnaire at <https://www.surveymonkey.co.uk/r/WQS7WS9>.

As an organisation that is continually striving to ensure it is both diverse and inclusive in all areas of its recruitment and employment processes, we would like to collect some additional details from you. This information is classed as sensitive data, and you are not obliged to give it to us. You will not be disadvantaged in any way should you choose not to. The information you supply is not used to process your application, nor does anyone directly responsible for the recruitment process ever have access to it. The data is pseudonymised and used by our HR team to understand how best to meet our diversity and inclusivity targets.

Process

It is intended that first-round interviews will be held by video call w/c 12 July 2021. Short-listed candidates will be advised of the process. Second round interviews will be held by video call w/c 26 July 2021.

Reasonable adjustments will be offered to all candidates and every stage of the recruitment process. For further information, please contact Meryem Ozbiloglu, Senior Human Resources Manager at jobs@worldskillsuk.org