

## Engineering Workshop – Delivery Manager Skills

The Engineering workshop manager function is to ensure the effective day to day running of the workshops. To ensure apprentices receive high quality practical training in a safe environment, ensuring their progression to assessment and EPA.

Reporting to the CEO this role includes being responsible for the day-to-day workshop operations.

Likely areas of responsibility include:

- Manage a team of workshop instructors
- Monitor and support progression of apprentice off the job
- Support delivery of commercial courses
- Ensure health and safety of all
- Supply relevant M.I reports
- Support the safeguarding of all children, young people and vulnerable adults
- Ensure effective internal and external communication
- Follow and work to NWTC Process and procedures and the requirements of Ofsted, ESFA, Awarding bodies and relevant agencies

Responsibilities:

- Lead and manage a team of workshop instructors; responsible for the day-to-day running of NWTC's Workshop
- Ensure the workshop team understand and work to Engineering Standards offered by NWTC for 'off the job' engineering training and assessment.
- Support the continuous development of the workshop team to ensure their skills remain relevant and up to date
- Work with the planning co-ordinator to ensure future planning is dynamic, be proactive reacting to and implementing change as required.
- Manage workshop staff absence / timekeeping and holidays
- Manage and support the facilities coordinator and workshop technician
- Supply monthly information to payroll for workshop staff
- Supply monthly update reports
- Ensure the workshop team upload information to Share Point
- Communicate effectively with employers to facilitate customer satisfaction and support repeat business
- Set and agree workshop budget for equipment and consumables monitor and manage budget reporting to HOF quarterly to ensure the most cost-effective outcomes
- Work with the SMT to ensure cohesive delivery & curriculum plans
- Monitor success rates of progress and assessments across each area of the workshop
- Collaborate and effectively work with other NWTC teams
- Be part of the process to recruit and induct new workshop staff
- Set relevant objectives and KPI's for workshop instructors, review and monitor their progress to ensure achievement
- Support CPD of workshop staffs' skills to ensure they remain industry relevant, agree stretch and individual development

- Work with H.O.Q to assess any apprentice prior learning to ensure the programme is individualised and the correct funding is claimed
- Ensure apprentice eportfolio /folders are kept up to date and support in the preparation of sample IV and assist with IV and EV visits
- Work to and within the guidance of Ofsted, ESFA, Awarding bodies, NWTC process and procedures
- Carry out any other duties as required

Key skills and personal qualities:

Skills:

- Strong focus on working safely
- Previous management experience
- Strong organisational and analytical skills
- Meticulous and innovative
- Ability to work productively whilst under pressure
- Effective Interpersonal skills
- Ability to make decisions effectively
- Relevant experience in engineering /workshop / office environment
- Experience of setting and managing budgets
- Experience using Microsoft packages
- Understanding of GDPR
- have a 'hands-on' approach
- have a good work ethic
- A key understanding of safeguarding of children, young people, and vulnerable adults

Personal qualities:

- Good communicator
- Problem solver
- Ability to give and receive constructive feedback
- Enthusiastic with a desire to listen, learn, ask questions
- Good verbal and written communication skills
- Good telephone manner and attention to detail
- Ability to take ownership of tasks and to work well as part of a team
- Ability to multitask and manage conflicting demands
- Ability to prioritise work/tasks.
- Able to follow processes and adhere to instructions.
- Having a good, positive, can do attitude.
- Personable, enthusiastic, and trustworthy with integrity and respect for colleagues and customers

Qualifications:

GCSE grade C or equivalent in Maths and English language 5 GCSE  
Engineering qualified to minimum L3

Use of Microsoft packages (proficient in Excel)  
Previous management experience (managing a team)  
Delivery planning & progression  
Experience of delivering Standards and EPA  
Performance review management

Desirable  
Safeguarding qualification desirable  
Budget setting and management

**Additional information:**

This role will be subject to enhanced DBS check

**Post Information**

- Reports to Operations Manager
- Competitive Salary
- 37.5 hrs per week
- 32 days holiday plus Bank Holidays

**NWTC Safeguarding Statement**

NWTC is fully committed to providing and maintaining safe and secure working conditions for all our staff and learners. We are also committed where appropriate, to providing information, training and supervision in relation to safeguarding including tackling extremism and radicalisation. NWTC recognises its responsibility to take all reasonable steps to promote safe practice and to protect young people and vulnerable adults from harm, abuse exploitation and extremist views and that scrutiny, challenge and supervision are key to safeguarding children and vulnerable adults