



# Role Profile

<b>Job title:</b>	Sub-Contract Manager	<b>Department:</b>	Apprenticeships
<b>Grade:</b>	C	<b>Reports to:</b>	Quality & Provision Manager
<b>Location:</b>	Mobile	<b>Budget responsibility (optional):</b>	
<b>Mobility options</b>		<b>Flexible working possible</b>	

CITB aims to lead the construction sector by example to ensure fairness, inclusion and respect for all. We seek to build a workforce that reflects Britain's diverse population and people from under-represented groups are encouraged to apply for vacancies.

Our main objective is to create a culture that helps all of our customers strive towards a workforce that is reflective of today's society.

## Role purpose:

As a member of the management team, to provide the leadership contribution necessary for the effective operation of CITB, to externally and internally be an advocate of CITB's purpose, aims and vision, and to work effectively with others across CITB in order to achieve the synergies that deliver CITB's objectives. To provide management expertise across all areas of team functionality, ensuring internal integration, effective and efficient operation, and clear direction and purpose that in turn, shapes priorities, objectives and outcomes

## Role Portfolio:

- Operating as a member of a GB Contracts team supporting all Apprenticeship contracts in each nation
- Manage the Sub Contracts to ensure contract delivery in line with funding requirements.
- Manage the Sub Contracts to the agreed output levels and/or volumes and to an appropriate and agreed quality (including any requirements placed by relevant External inspection Frameworks and funding bodies)
- Identify, monitor and manage risk associated with contracts and ensuring appropriate business controls, continuity and contingency plans are in place.
- Undertake assurance testing on processes and transactions
- Undertake internal audit activity to ensure compliance to organisational guidelines and specific requirements of funding agencies
- Ensure Roles and Responsibilities with internal delivery teams are clear and maintained, with internal and external delivery teams being briefed on contractual requirements
- Manage sub-contracting relationships to ensure contract compliance
- Deliver an agreed escalation procedures in place for identifying and handling issues with funders and internal delivery teams.
- Maintain effective relationship with funding agencies
- Develop appropriate methods of communication for internal and external stakeholders to ensure understanding and buy-in in order to deliver contractual requirements
- Ensure all contractual documentation meets the standards required by internal and external inspection bodies and delivered in line with contractual requirements.
- Manage a contract change control process ensuring any changes to any agreements are in writing

and endorsed by all relevant parties.

- Deliver agreed Management reporting (to include performance, quality and financial matters)
  - Manage and control contractual income and costs to agreed budgets ensuring appropriate and accurate forecasting.
  - Provide a full sub-contract management service to all provider partners in England, ensuring compliance with ESFA funding rules.
- Develop Standards and procedures to understand and Identify targets for continuous improvements and develop methods to deliver plans to achieve those improvements

## Key responsibilities and accountabilities (circa 5-7):

- Reports to Quality and Provision Manager and is accountable for the compliance and assurance of managing agency sub-contracts (value of £55m)
- Responsible for risk management, assurance testing, and compliance of contractual activity within sub-contract arrangements
- Financial forecasting against individual Sub- contracts in England
- Assurance and testing of income received via funding agencies
- Assurance of data inputting/processing relating to learners under contract
- Role model CITB behaviours and competencies as outlined in the CITB behavioural competency framework
- Effectively communicate the vision and direction for the (portfolio) team, aligned to the aims and objectives of CITB; ensure the portfolio is understood in the context of CITB as a whole.
- Provide guidance and ensure adherence to all Corporate Policies and Standards; demonstrate personal adherence to the Corporate Responsibilities for the role
- Provide input into setting budget(s) for own area and then track and manage spend against budget
- Continually assess resource needs to ensure effective delivery of team objectives; identify and secure the internal and external resources that enable the team's contribution to the achievement of CITB objectives.
- Research / obtain insight into customer needs in order continually improve the customer experience. Apply analytical skills in order to be able to evaluate mainly factual (and may include qualitative) information. Ensure problem solving and decisions take into account a range of appropriate sources, both internally and externally
- Use communication skills, including interactive listening, influencing and diplomacy skills with colleagues in CITB, in order to be able to achieve the right outcome for the Team, work with others effectively across other team in order to achieve synergies.

## People Leadership / Team Leadership – where the role has direct or matrix reports.

- Lead a team by role, with particular focus on 'Building Capability'.
- Develop and ensure a team culture that motivates and inspires excellent collective and individual performance, embraces change and that delivers continuous improvement; initiate and lead change and continuous improvement programmes. Actively drive direct-report performance and ensure effective performance management in-depth throughout the team
- Coach and develop the team to reach and contribute to their full potential, ensuring team members take ownership and responsibility for their own work; demonstrate focus on own development and on delivering effective individual and team capability and talent development processes
- Ensure a flexible approach to resource allocation so that we are able to address priority actions across 3 nations as required



# Role Profile

## Key contacts and relationships:

### Internal:

- Apprenticeships delivery teams for operational links to the delivery of the contract
- Finance team for financial reporting and management
- Contracts and commissioning for central contracts support and alignment of approach

### External:

- Funding bodies
- Sub Contracted provision
- Inspection organisations

## Knowledge and Experience

### Essential

#### Essential at appointment

- Demonstrate expertise in developing and implementing quality management processes
- Experience in financial management of large contracts
- Strong analytical skills and ability to seek and interpret numerical, written and verbal information from a variety of sources
- Proven negotiation skills
- Understanding, knowledge and experience of Contract Management, preferably in private, public and charitable sectors
- Working knowledge of procurement processes
- Detailed knowledge and experience of sub-contracting arrangements
- Knowledge and experience of the contractual funding environment
- Basic knowledge of other business disciplines in order to be able to resolve issues that have an impact beyond own professional discipline
- An understanding of how own business area integrates with other business areas in order to achieve the goals of CITB
- Understanding of the latest developments within the profession
- Experience in managing a team
- Analytical skills in order to be able to evaluate (mainly) factual information
- Experience in contributing towards planning, budgeting and policy development
- Communication, influencing and diplomacy skills in order to be able to achieve the right outcome for a team/department

### Desirable



# Role Profile

Behavioural competencies:
<ul style="list-style-type: none"><li>• Works collaboratively – level 3</li><li>• Works with courage and integrity – level 3</li><li>• Building capability – level 2</li><li>• Communicating with impact – level 2</li><li>• Effective decision making – level 3</li></ul>
Special Conditions/Other Requirements: e.g. travel requirements, working arrangements
Travel as required throughout UK