

Net Zero and Green Skills FE Lead Coordinator

Reporting to	Director of Development
Contract	Full time, permanent (Job-share considered)
Salary	£42,798 - £45,596 per annum
Benefits	37 days annual leave plus 8 public holidays and up to 5 discretionary days, access to a defined benefit pension scheme (LGPS option), flexible working options, salary sacrifice schemes such as childcare vouchers, free car parking
Location	A combination of home-based and office working (Cardiff)
Hours	37 hours per week

Main Purpose of Role

- To co-ordinate the development of skills delivery plans for Net Zero and Green Skills provision across the Welsh Further Education College network to align with the Welsh Government's Strategic plan to deliver a Net Zero Wales by 2050.
- Undertake a mapping exercise of all current and planned green skills provision across the Welsh FE landscape; with a view to facilitating a co-ordinated approach to delivering green skills across Wales.
- Represent, promote and engage with the FE College network as a strategic partner to external organisations to support and raise awareness of the skills and training options to support the transition to net zero emissions.

Main Duties

- Act as the first point of contact within Colegau Cymru for Welsh Government officials, Net Zero Industry Wales (NZIW) and other external stakeholders, representing and co-ordinating the Welsh Colleges' response to Net Zero Wales and Green Skills development.
- Act as lead coordinator across all FE establishments to oversee mapping and scoping work to inform net-zero provision and planning over the short, medium and longer term - linking with wider work-based learning provision and HE where applicable.

- Develop and present an overview Skills Plan of FE provision to support the net-zero skills over the short, medium and longer term.
- In conjunction with the Strategic WBL Group provide advice and support to member colleges with on-going developments.
- Engage with senior leaders, curriculum and WBL leads across all Welsh FE Colleges to develop effective relationships and communication channels to facilitate the secure transfer of knowledge to inform the sector's response.
- Work with Welsh Government and Strategic Advisor to establish effective networks with external stakeholders, including Net Zero Industry Wales (NSIW), agencies, industry, regulators, employers and awarding bodies to inform, guide and shape the sector's Net Zero response plan.
- Organise and facilitate regional and national engagement events that bring strategic stakeholders together to promote and disseminate a sector wide understanding of the Net Zero/green-skills agenda and key milestones.
- Keep abreast of political, socio and economic developments in respect of Net Zero Wales ensuring effective dissemination of data, plans and labour market intelligence to member colleges to inform skills and curriculum planning.
- Provide updates on progress across a range of internal and external audiences including NZIW, Senior Management, the Principals' Forum and the ColegauCymru Board of Directors and the Strategic WBL Group on project progress and outcomes.
- Promote and support the attendance, engagement and awareness raising of news, activity and consultation events relating to Net Zero Wales across the Welsh FE Sector.
- Identify and disseminate case-studies of sector leading practice where FE is working collaboratively with Industry partners on the development of green skills and retro-fit provision.
- Produce progress reports to inform strategic stakeholders of the response effort on behalf of Member colleges.
- Lead on developing a sector wide business case to secure funding and grants to support the development of sustainable solutions.
- Assist in identifying potential green-skills expertise to support the further development of the project and appointment of a Net-Zero Expert Lead.
- To take on other reasonable tasks as directed by the Chief Executive.

Key Relationships

The postholder will establish good working relationships with a broad range of internal and external stakeholders including Welsh Government Officers, the entire ColegauCymru staff, partners (including external consultants) and representatives of member colleges and key external stakeholders including work-based learning providers and the HE sector.

Note: This Job Description will be reviewed and amended in light of changing professional demands in consultation with the post holder. It is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

Person Specification

The knowledge, skills and experience ColegauCymru is seeking to recruit are summarised as follows:

Method of assessment: A/F = Application form, A = Assessment, I = Interview

Knowledge, Training and Qualifications	A/F	A	I
Knowledge and understanding of Post 16 Vocational Education Training and Qualifications within Wales.	x		x
Knowledge and understanding of pivotal role of Further Education Colleges in leading on Green Skills agenda.	x		x
Educated to degree level in a relevant subject or equivalent professional experience.	x		
Experience			
Demonstrate a strong track record of leading or facilitating curriculum reviews and/or developing new vocational pathways in conjunction with industry within the Further Education sector.	x		x
Experience of building effective working relationships with senior influencers and across a range of internal and external stakeholders.	x		x
Experience of co-ordinating and facilitating multi-agency projects/initiatives and engaging with positive impact across a wide range of stakeholders.	x		x
Experience of operating with the highest levels of professionalism and personal integrity.	x		x
Skills			
Ability to think strategically and to craft and communicate a compelling vision for the sector as a crucial conduit to support Net Zero Wales.		x	x
Strong relationship building and interpersonal skills with the ability to motivate, encourage, promote and when necessary challenge stakeholders to 'do the right thing'.		x	x

Exemplary communication skills with the ability to listen, structure and deliver messages clearly (in both presentation and written reports) with impact.		x	x
Ability to build and maintain momentum and alignment with WG Net Zero Wales plan initiating action, resolving perceived barriers and championing the development and phased execution of the plan.		x	x
Strong organisational, planning skills and critical review and analytical skills.		x	x
Proficient in the use of MS Office and smart ways of working.	x		
Ability to work autonomously with regular touch points with relevant stakeholders.	x		x
Other Requirements			
Ability to work flexibly in accordance with work requirements including travel and occasional evening and weekend work.	x		x
Value diversity and equality.	x		x
Recognise and uphold confidentiality at all times.	x		

Welsh Language

All employees must comply with the requirements of the organisation's Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public.

The following list of language requirements represents an objective assessment of the Welsh language skills required to undertake the duties of this post. ColegauCymru welcomes applications in Welsh and English.

Welsh Language Requirements	
Welsh language skills	Desirable
Reading	An understanding of work-related material
Speaking	Can speak a moderate level of Welsh
Understanding	Can understand some work-related conversations
Writing	Can answer simple emails or queries

Summary of Terms and Conditions

1. Contract

The successful candidate will be offered a full-time fixed-term contract of employment, initially for the period up until 31 March 2023, with the possibility of a further extension.

2. Salary

The salary for this post is £42,798 - £45,596 pro rata.

3. Holiday Entitlement

The annual holiday entitlement is 37 days. In addition to this personal entitlement, you are also entitled to leave on 8 public holidays plus extra concessionary days as decided by the Chief Executive.

4. Hours of Work

The full-time contracted hours are 37 hours per week excluding daily meal breaks. The working hours will be such to meet the needs of the post. The post holder may be expected to attend meetings in the evening and at the weekend as required. A TOIL policy is in operation.

5. Job Share

Applications to share this post are welcome. If you wish to apply on a job share basis, please state this on your application and include:

- the proportion of the job you want to work.
- whether you be interested in the post on a full-time basis if a suitable complementary participant does not come forward.

6. Pensions Entitlement

ColegauCymru will make a monthly contribution into your pension plan scheme. If you do not currently contribute towards a pension scheme, you will automatically be enrolled into a workplace pension scheme on appointment.

7. Notice Period

Three months' notice will be required.

8. Probation

Six months' probationary period will apply to this post.

9. DBS Disclosure Check

The successful applicant will be required to complete a Standard Disclosure and Barring Service application.

At interview you will be asked if you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current DBS guidance.

It is important to highlight that having a criminal conviction does not automatically prevent a candidate from receiving an offer of employment.

10. Location

The post will be based at Unit 7, Cae Gwyrdd, Greenmeadow Springs, Tongwynlais, Cardiff, CF15 7AB but the role will involve a combination of office and homeworking. The post will involve travel throughout Wales, the UK and internationally. The applicant will have a current valid driving licence and access to a car would be advantageous.

11. Data Protection Act 1998

By submitting your application, you are giving your permission to receiving your conditional appointment letter via email, which will contain personal information e.g. your name, address, job details, salary. Some elements of your data being transferred into the electronic staff record and other workforce systems to support and manage your recruitment and employment within the company.

These processes are in line with fair and lawful processing in line with the Data Protection Act (PDA) 1998 principles especially those in relation to your personal or sensitive personal data (sensitive personal data is defined as any declared physical or mental health conditions, racial or ethnic origin, sexual orientation, religious beliefs). Other principles under DPA will be observed such as use of data for specific, defined purposes, and use of data that is relevant and not excessive whilst practicing data accuracy and security of all held personal identifiable information.

Completing your Application Form

You are advised to make your application as soon as possible as we reserve the right to close vacancies early if a large number of suitable applications are received.

The Application Form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae) as we will not consider it.** It is vital that you fill in the form as fully and accurately as possible. We will pay particular attention to how well your experience and skills fit the criteria of the **Person Specification**. You should, therefore, make clear how you match these criteria.

Applications must be submitted by email to hr@colegaucymru.ac.uk. Further details on how to apply for the position can be found in the information pack and on our website.

After the closing date HR will consider the applications and select candidates for interview. You will be informed via email as to whether you have been shortlisted or not. If shortlisted, details of your interview will follow.

Proof of your Identity at Interview

You will be asked to provide an original form of photographic identification. Please see the following list for acceptable documents.

- Current UK (Channel Islands, Isle of Man or Irish) passport or EU/Other nationalities passport.
- Passports of non EU nationals, containing UK stamps, a visa or a UK residence permit showing the immigration status of the holder in the UK.

- A current UK or EU/other nationalities photo-card driving licence (providing that the person checking is confident that non UK photo card driving licences are bona fide).
- A national ID card and/or other valid documentation relating to immigration status and permission to work.

Any document that is not listed above (i.e. an organisational ID card) is not acceptable.

Immigration Status/Eligibility to work in the UK

Under Section 8 of the Asylum and Immigration Act 1996 all potential employees are required by law to provide documentary evidence to confirm their eligibility to work in the UK. If you are unable to produce the necessary evidence we are not permitted by law to consider your application.

References

References for the successful candidate will be contacted. You will need to provide names, addresses and, where possible, e-mail addresses of two referees not related to you. One should be your current or most recent employer and should be someone authorised to speak for the employer not just a colleague. If you currently work for a college we would expect the principal to be a referee. Personal references are not acceptable.

Equal Opportunities Monitoring

ColegauCymru is working to improve its equal opportunities provision. You are asked to complete these sections of the application form which asks for details of gender, age, disability and ethnic origin. It helps us to monitor our progress on achieving equal opportunities and helps us to identify any gaps or inconsistencies so that we can correct them. This information is not used for short listing or interview purposes.

Disability

If, because of a disability, you need any help with completing your application form, please contact hr@colegaucymru.ac.uk. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.