

Manager Vocational Training Centre/Lead/Internal Verifier

Department: HCS Vocational Training Centre Department
Division: Corporate Nursing and Governance
Reports to: Head of Nursing, Midwifery and Allied Health Professional Education
JE Ref: HCS1120
Grade: CS13 **JE Date:** 06/07/2022

Job purpose

The Vocational Training Centre Manager is the Lead senior professional responsible and accountable for expert leadership, management, assessment and quality assurance for all vocational training programmes that they lead on through partnership working with the designated national awarding body.

Manages and leads vocational programmes using appropriate teaching, learning and assessment methods, making any necessary modifications, communicating information to the Vocational Practice Educators and learners; facilitating professional and commercial interface links and ensuring effective programme planning, management and review in accordance with the national awarding body's vocational standards and HCS policies and procedures.

Provide technical expertise in the development and implementation of policy and Island wide strategy for health and social care vocational training programmes in accordance with Jersey policies, procedures and legislation.

Job specific outcomes

1. Lead, develop, plan, implement and coordinate the delivery of effective, efficient and high quality vocational training programmes from level 2 to level 5 ensuring this includes managing allocation and delivery, timetabling, assessment scheduling, resource allocation, programme review and modification, developing new programmes, co-ordinating work of the programme delivery team and undertaking quality assurance and administration relevant to each programme.
2. Manage recruitment and selection of learners for each programme including HCS staff and those working in private and voluntary sector, ensuring that entry requirements are appropriate and liaising with the national awarding body admissions and registry teams.
3. Manage learners vocational programmes, providing expert direction, mapping vocational modules to align with the learners role within their health or social care

setting, monitoring progress and acting on as required responding to programme related issues from learners and managing concerns from vocational practice educators ensuring an adequate level of educational and pastoral support for learners and approving access arrangements and reasonable adjustments for learners with specific learning needs.

4. Lead the design, development, maintenance and effective delivery of all vocational programmes in accordance with the national body's requirements and aligned with emerging training needs within the health and social care workforce including those associated with the development and implementation of the Jersey care model.
5. Ensure effective communication systems and processes are in place including mentoring and supporting vocational practice educators, briefing on programme specific issues, appropriate communication with interdepartmental managers and directors, professionals, educational and commercial organisations.
6. Lead on and produce the vocational training centres governance including ensuring that current vocational standards and quality regulations are applied and met, overseeing assessor and verifier performance, monitoring of learner progression, withdrawal of learners from the programme taking into consideration mitigating factors and managing educational malpractice.
7. Engage regularly with the national awarding body to negotiate, manage and review the contract for accreditation and approval of programmes, prepare for, and participate in the required external audits of all programmes responding to any resulting actions in line with the national awarding body standards and if necessary undertake a tendering and procurement process for an alternative national awarding body contract.
8. Accountable for the financial viability of the vocational training centre by meeting income generation targets through attracting sufficient fees from external learner applications, overseeing the prudent management of the centres allocated budget and managing the payment of the awarding body's registration fees.
9. Recruit, develop and manage the vocational practice educators and administration staff within the Vocational Training Centre including managing any developmental requirements for the role in line with GOJ/HCS core values and Human Resources policies and procedures and identify, support, develop and manage the assessment processes of external work based assessors and verifiers.

10. Manage the vocational training centre business plan to Ensure the sustainability of a business model that enables a minimum of 3 cohorts of learners annually across the care awards to align with the health and social care Island workforce strategy.
11. Improve the standard of health and social care in Jersey by promoting vocational training programmes and encouraging care as a career option through presentations, engagement with a range of government departments, external providers, education organisations, school leavers and the general public.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications</p>	<p>Master's degree in a relevant subject.</p> <p>Hold a relevant teaching qualification.</p> <p>Relevant healthcare degree essential/or equivalent vocational qualification at Level 5 or above.</p> <p>Hold an NVQ assessor award and the Internal Quality Assurance award (IQA) previously known as the V1 Internal Verifier award.</p> <p>Minimum of 2 years experience working in a Vocational Training Centre at a senior level.</p> <p>Minimum 5 years previous teaching/assessing experience in practice education.</p> <p>Registered with the NMC</p> <p>Registered nurse with experience and knowledge to enable credibility to deliver education to support, develop and prepare the registered and non-registered health and social care workforce.</p>	<p>Minimum 5 years' experience at senior level in healthcare role prior to move to education and training practice.</p>
<p>Knowledge</p>	<p>Evidence and commitment to relevant continuing professional development in accordance with the NMC.</p> <p>Possess the analytical ability to continually assess and</p>	

	<p>evaluate education and skills development strategies, reflecting upon and responding to feedback, identifying areas for further development.</p> <p>In-depth knowledge of the vocational training environment and the challenges facing workforce development.</p> <p>Extensive knowledge and understanding of current educational theory and practice and its impact on creating a high-quality learning environment.</p> <p>Proven and sustained track record of contribution to the development of policy and practice in teaching and learning support.</p> <p>In-depth knowledge of local and national healthcare agendas/strategy and policies and how health and social care education and training provision can be aligned to this.</p> <p>Sustained experience of leading evidence-based service improvement and innovation through service/practice development initiatives and scholarly activity.</p> <p>Experience of supporting and providing supervision for Vocational Practice Education.</p> <p>Act as Subject Matter Expert for senior HCS managers, registered care providers, Government of Jersey and Jersey Care Commission.</p>	
--	---	--

<p>Technical / Work-based Skills</p>	<p>Possess a wide range of information technology skills. i.e., Microsoft Teams, Word, PowerPoint, Excel, Publisher</p> <p>Experience working with Virtual Learning Environments.</p> <p>Ability to analyse data to inform service delivery.</p> <p>Experience managing a budget that entails income generation</p> <p>Ability to engage individuals and motivate and support them to be educationally informed to work to high standards within their health and social care role.</p> <p>Ability to work under pressure and within tight time constraints, whilst remaining calm and able to use initiative to make informed decisions.</p> <p>Excellent communication and presentation skills.</p> <p>Communicate across HCS and the wider Government of Jersey departments, FNHC, Jersey Hospice Care, and private organisations where health and social care professionals are employed.</p> <p>Experience of membership of senior committees within HCS, the wider Government of Jersey.</p>	
<p>General Skills/Attributes</p>	<p>Excellent interprofessional and interagency communication skills, demonstrating assertiveness, negotiation and persuasion skills and ability to build effective professional</p>	

	<p>relationships at all levels and with a wide range of individuals, groups and organisations both in Jersey and nationally.</p> <p>Proven ability to work autonomously, be highly motivated and conscientious and exhibit the capacity for independent responsible professional decision making in delivering quality service provision.</p> <p>Capacity to engage with and work with award providers and senior healthcare managers.</p> <p>Proven leadership skills and ability to be a role model for others. A strong team player who can lead professionally as a role model.</p> <p>Ability to lead and co-ordinate a team of staff involved in vocational practice education including Vocational Practice Educators, sessional teaching staff, peripatetic assessors, verifiers, practice partners and experts by experience.</p> <p>Proven track record of working effectively in a rapidly developing learning environment.</p> <p>Considerable experience and confidence in prioritising and managing own and programme delivery team's workload based upon urgency and assessed level of need and risk.</p>	
--	--	--

	<p>Ability to work flexibly, under pressure and to tight deadlines.</p> <p>High level of reasoning skills and ability to problem solve.</p> <p>Flexible and adaptable, willing to challenge and innovate.</p> <p>Evidence of change management skills with and understanding of project implementation and delivery.</p> <p>A record of initiating and leading improvements in the quality of teaching and learning.</p> <p>Competence in IT skills and an ability to harness IT as a teaching tool.</p> <p>Willingness to undertake academic activities in the evening when necessary and participate in occasional weekend activities such as career's fairs and recruitment days.</p> <p>Strong relationship building skills.</p> <p>Knowledge of performance management and understanding of performance metrics.</p> <p>Demonstrate intellectual rigour.</p> <p>Establish a positive ethos and motivate and inspire students.</p>	
Experience	Experience of working at a senior level/programme managerial role within Vocational Training	Previous experience in a clinical managerial role, in order to understand complex healthcare organisations in terms of

	<p>in order to understand the complexities of awards in terms of operational and strategic management.</p> <p>Experiences of programme and/or team leadership.</p> <p>Significant experience of managing and leading teaching and assessment at levels 2-5.</p> <p>The post holder is responsible for updating the curriculum to ensure advances in nursing practice are incorporated into the vocational/BTEC care and management awards.</p> <p>Evidence of innovation in and experience of leading course development, including award design and delivery.</p> <p>Experience of internal expert panel input into award board validation/revalidation approval events.</p> <p>Experience of internal and external verifying.</p> <p>A growing professional/teaching/training profile.</p> <p>Experience in the supervision and management of staff, including the ability to induct, mentor and support new academic staff to the vocational training centre.</p> <p>Proven awareness of learner pastoral needs and available support services.</p>	<p>operational and strategic management.</p>
--	--	--

	<p>Experience of providing tutorial and counselling advice to learners.</p> <p>Demonstrable experience of developing staff and teams including those external to own workplace/department.</p> <p>Lead the development and delivery of strategy.</p>	
Criteria relating to Safeguarding	<p>Require enhanced DBS</p> <p>Applied knowledge, understanding and experience of safeguarding.</p> <p>Applied knowledge, understanding and experience of working with neurodivergent individuals.</p>	Neurodiversity training.

Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.