

SOUTH EAST CONSTRUCTION TECHNICAL EXCELLENCE COLLEGE

Job Description

Role Title:	Head of SECTEC Operations
Reporting to:	SECTEC Executive Director (NKC)
Contract Type:	Fixed Term to March 2029, with annual review
Salary:	£60,000
Location:	South East of England (Regional travel + NKC Gravesend presence)

Summary

Construction Technical Excellence Colleges (CTEC) are part of a £100 million initiative aimed at addressing construction skills shortages, responding to 35,000 vacancies in the construction sector and supporting the government's ambition to build 1.5 million new homes. They're being established in every region of England, as well as a National college and their goal is to train over 40,000 future construction workers by 2029, operating under a hub and spoke model with local training providers and employers. The CTEC Hub for the South East region is North Kent Colleges Group and this covers the nine counties of Berkshire, Buckinghamshire, East Sussex, Hampshire, the Isle of Wight, Kent, Oxfordshire, Surrey and West Sussex.

The overarching objectives for the CTEC are to: 1) Boost construction skills provision; 2) Deliver high-quality teaching practice and curricula in construction; 3) Leverage employer engagement and investment in construction skills; 4) Collaborate with providers (spokes) to boost provision quality and 5) Promote clear pathways for learners to progress into work or into higher level construction courses in construction.

Aligned to this the SECTEC is responsible for delivering the Teacher Industry Exchange programme (TIE) across Kent, Sussex, Berkshire & Oxfordshire and Hampshire. The TIE is a programme that seeks to strengthen partnerships between construction employers and FE providers, building the capacity and quality of construction teaching. It will support industry professionals within construction to spend time within FE supporting teaching and learning and FE teachers to go back into industry to upskill and develop and update their industry knowledge.

Role Purpose

The Head of SECTEC Operations will provide operational and programme leadership to support the mobilisation and long-term coordination of the South East Construction Technical Excellence College, and primarily the Teacher Industry Exchange Programme (TIE).

The postholder will build and sustain a strong network of stakeholders, ensuring that the TIE delivers a high-quality, sustainable impact on employer and FE providers partnerships that help secure long-term benefits for learners, employers and local economies in the South East.

Key Working Relationships

- Employer partners, industry bodies and Chambers of Commerce
- SECTEC Partnership Board
- The SECTEC Director and Director of Regional Knowledge Centre (RKC)
- NKC procurement and finance officers

Key Responsibilities

Operational Leadership

- Lead the day-to-day operational delivery of SECTEC and the TIE programme, ensuring agreed priorities, plans, KPIs and outcomes are delivered effectively.
- Lead the implementation and ongoing development of the TIE operating model across the region.
- Lead the operational mobilisation and delivery of the South East TIE programme.
- Develop and maintain detailed delivery plans for TIE, working with regional colleges, Employer Representative Bodies (ERBs) and other delivery partners.
- Establish and maintain effective processes, systems and procedures to support consistent delivery across the region.
- Implement agreed commissioning and delivery models for TIE and associated SECTEC activity.
- Monitor delivery against agreed KPIs, milestones and outcomes, identifying issues and taking appropriate action to address underperformance.
- Manage SECTEC and TIE budgets within delegated authority, working closely with NKC Finance.
- Lead and manage SECTEC staff, including performance, development and resource planning.
- Manage key SECTEC and TIE contracts, including digital platforms and programme infrastructure.
- Ensure effective communication, information sharing and dissemination between SECTEC and delivery partners.
- Liaise with TIE leads in Surrey and Buckinghamshire to support collaboration, alignment and consistent delivery and messaging

Regional Partnership Development

- Develop and maintain effective working relationships with FE and HE providers, employers, industry bodies, ERBs, Chambers of Commerce and other programme partners.
- Lead the operational coordination of regional partners to support effective programme delivery.

- Lead governance and delivery forums for the TIE programme, ensuring clear actions, accountability and follow-through.
- Work closely with the Executive Director and RKC lead to ensure effective coordination between TIE delivery, evaluation and wider SECTEC activity.
- Support partners to identify and address operational barriers to participation and delivery.
- Facilitate the sharing of good practice, resources and learning across the SECTEC network.
- Maintain effective communication with partners to ensure they are informed of programme activity, requirements, progress and opportunities.
- Liaise with relevant regional and local stakeholders to support the effective implementation of SECTEC and TIE activity.
- Represent SECTEC at relevant college, industry and education forums as required.

Governance, Management & Sustainability

- Manage the TIE central team and associated resources to deliver agreed programme outputs and outcomes.
- Operationally manage the programme plan, ensuring delivery remains on track against agreed milestones, KPIs and outcomes.
- Provide regular performance, financial and operational reports to the Executive Director and Partnership Board.
- Maintain appropriate programme documentation, risk registers, action logs and reporting arrangements.
- Monitor, manage and report on SECTEC and TIE budgets within delegated authority.
- Ensure programme activity meets relevant funding, contractual, governance and reporting requirements.
- Work with the RKC lead to implement the agreed review and evaluation framework for TIE and support continuous improvement across delivery partners.
- Manage key contracts and commissioned activity, working with NKC Procurement and Finance teams as required.
- Ensure effective systems are in place for programme monitoring, data collection, reporting and evaluation.
- Support the Executive Director in exploring and developing a sustainable delivery model for TIE beyond the current project funding.
- Identify opportunities to strengthen partner engagement, collaboration and resource to support the continuation of programme activity beyond the current funding period.

External Representation

- Represent SECTEC at college, industry, and education forums as required.

What We Offer

- A pivotal operational leadership role in shaping the future of technical education across the South East.
- The opportunity to embed systemic reform and employer-led innovation.
- A values-driven culture committed to transparency, collaboration, and impact.

Person Specification

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives to improve performance.
5. Commitment to inclusive practice and learner-centred approaches.

These behaviours will form part of the criteria within the Appraisal process.

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
(1) Qualifications:			
Educated to degree level (or equivalent)	√		Application / Interview
Formal Business Management or Project Management qualification		√	
GCSEs (or equivalent) at grade C or above in English and Maths		√	Application / Interview
(2) Knowledge to include:			
Knowledge of Further Education	√		Application / Interview
Familiarity with DfE funding mechanisms, governance frameworks, and national skills policy.	√		Application / Interview
Knowledge of the construction sector		√	Application / Interview
(3) Experience to include:			
Proven operational leadership in technical education, workforce development, or regional skills development.	√		Application / Interview
Experience in new programme design and development	√		Application / Interview
Proven experience in establishing large scale programmes/projects across wide geographical areas	√		Application / Interview
Experience in budget and KPI setting, managing and monitoring	√		Application / Interview

Experience in establishing new processes and procedures across multiple delivery partners, including digital tracking and reporting	√		Application / Interview
Exceptional stakeholder engagement and partnership-building skills, with the ability to convene diverse organisations.	√		Application / Interview
Experience of reporting on activity, progress, successes and opportunities to senior leaders	√		Application / Interview
Experience in disseminating models and resources for replication across regions.		√	Application / Interview
Track record of embedding inclusive strategies.		√	Application / Interview
Experience of managing people and a team	√		Application / Interview
(4) Skills and Attributes to include:			
Excellent communication skills, written and oral, including experience of chairing strategic forums	√		Application / Task /
Strong financial and risk management capability, with experience overseeing budgets and KPIs.	√		Application / Task /
Presentable, articulate, with an eye for detail	√		Application / Task /
Working knowledge of MS Office and Outlook at advanced level	√		Application / Interview
Ability to utilise technology to boost productivity and embed efficiencies in the workplace	√		Application / Interview
High emotional intelligence, diplomacy, and values-driven leadership style.	√		Application / Interview
Ability to build good working relationships and hold credibility with people at all levels	√		Application / Interview
Demonstrated ability to manage high-value, complex projects with clear delivery outcomes	√		Application / Interview
Able and willing to travel across the region as required for work purposes	√		Application

General

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Staff are expected to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS and Health & Safety Policy, which can be located on the College Staff Net system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role.

You should retain one copy for your records and return one copy to the HR Department.

Sign: _____

Print: _____